

Virtual Meeting Management

For Chairperson

Please ensure you are abiding by Metro North's values and actions in all meetings whether face to face or virtually.

Before the Meeting

- Review the agenda with the secretariat and ensure that you are familiar with the agenda.
- Discuss with the secretariat what each other's roles and responsibilities are prior to the meeting.
- Where possible, be seated near the secretariat during the meeting to allow clear communication.
- If you are sharing your screen, ensure content is opened prior to the meeting for a smooth transition.
 - [Sharing content in a Microsoft Teams meeting](#)

During the Meeting

- Address "Acknowledgement of Country" at the beginning of every meeting.
- Moderate your speaking volume and speak clearly to ensure that you can be understood by everyone.
- Identify yourself to the group when you are talking.
 - i.e. "This is John, could we please consider..."
- For online and attendees in the room, make everyone aware of who is in attendance of the meeting.
- When your camera is on during a meeting, keep distractions to a minimum as all attendees can see you.
- If you are sharing screen content during the meeting and your camera is on, your image is still visible to attendees.
- Address the agenda and guide the meeting making sure that attendees follow general meeting etiquette.
- Remain on mute unless you are speaking to minimise interruptions.
- Guide discussion so attendees do not speak out of turn and interrupt each other.
- Ensure you give all attendees time to speak, online and within the room.
- Communicate with attendees that you will pause during the meeting to answer any questions.
- Suggest online participants use the 'Chat' or 'Raise hand' function on the control bar if they have a question.
 - [Microsoft Teams Meeting Control Bar](#)

After the Meeting

- Review the meeting minutes provided by the secretariat and follow up on any questions.