

Virtual Meeting Management

For Secretariat

Secretariats role is to ensure the meeting runs smoothly and abiding by Metro North's values and actions face to face or virtually.

Before the Meeting

- Create a calendar invite and email to meeting participants.
 - Create a Microsoft Teams meeting and provide an agenda hyperlink.
 - The agenda hyperlink should direct to the Teams folder where the agenda is saved, so members have the most up to date file when there are changes.
 - Change meeting attendee permissions if required.
 - [Meeting Permissions](#)
- For large meetings, estimate attendance as you may require a room and Microsoft Teams to run the meeting.
- Book a meeting room with at least 15 minutes buffer time at the start and end to allow for setup, pack up and delays.
 - [Meeting Checklist](#)
- Login to Microsoft Teams and make a test call to ensure your speaker and microphone are working.
 - [Microsoft Teams Device Settings](#)
- Be seated near the Chairperson during the meeting to allow clear communication.
- Discuss with the Chairperson what each other's roles and responsibilities are prior to the meeting.
- 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](#)
- Have Microsoft Teams open on your computer to see who has joined virtually and advise the Chair of any questions that may come through the chat.
 - [Microsoft Teams Meeting Control Bar](#)

During the Meeting

- Advise the Chairperson who is attending virtually using the 'Show Participants' button in the control bar.
- Record the meeting if required, with a Dictaphone or through Microsoft Teams.
 - [Record meeting with Teams](#) and [Accessing Teams recordings](#)
- Admit participants into the meeting from the 'Lobby' if required.
- Control the slide package, noting any action items to follow up.
- Secretariats can mute meeting participants to ensure a continued flow of the meeting.
 - [How to mute all participants](#)
- Monitor meeting chat / questions and the 'Raised hand' function throughout the meeting.
 - [Microsoft Teams Meeting Control Bar](#)
- Download an attendance log of meeting participants before leaving the meeting.
 - [Attendance Log Guide](#)

After the Meeting

- Draft the meeting minutes including action items raised and send to the Chairperson for feedback.
- Distribute confirmed meeting minutes to participants.