

Let us make our online meeting effective

by sticking to the following guidelines:



Asking the participants

whether they have questions or something to add at the end of the meeting.



Ensuring that the meeting

coordinators have included all participants and prepared the discussion points and the expected questions.



The meeting coordinator

must prepare the meeting agenda and distribute it to the invitees (participants) before the meeting takes place.



Asking each participant

individually bearing in mind making the meeting effective for all participants at the same time.



Muting the sound

while others are speaking (in order to avoid making noise or disturbing other participants), and unmuting it when there is a need for speech.



The quality of the internet

connection must be checked, and the technical troubleshoot must be detected and fixed early before the meeting begins.



Participants should not leave

the meeting suddenly, and if necessary, he/she should ask permission orally or in writing.



Enhancing the skills

of online communication, time management, task organization, and cooperation with the teamwork.