

# Online Meeting Tips



Create an agenda.

It's easy to stay on track with a plan.



Keep the pace slow.

Online meetings can get hectic very quickly.



Describe visual things in your own words.

People don't necessarily see what you see.



Have somebody take notes & share them afterwards.

Keep track of what is going on, as it happens.



Recap at the end of the meeting.

Make sure everybody is on the same page.



Wait to debrief.

Don't be that person. Wait until the mic is off.



Use a moderator and Stack.

Keep the meeting flowing and in order.



End with clear action items.

There's a reason you talked. Now, go do it.



Have participants submit questions up front.

Address people's questions as you go.

