

Working Remotely: Tip of the Week

Your Virtual Meeting Charter

As you develop the rhythm, feel and frequency of holding virtual meetings, explore new techniques to make discussions more effective and set expectations for involvement. Creating a meeting charter with your team can preserve organic practices that ‘work’ for the group and be used in meetings. A charter helps acclimate new team members to your work culture and remains flexible, changing to meet current realities and needs.

To create a charter, make a list of questions to review current meeting habits and decide where you want changes with your team. Here are a few examples:

1. Frequency of meetings involving: review processes, progress reporting, debriefings
2. Before the meeting: agenda, communicate prep work, expectations on participation, i.e., video and audio usage
3. During the meeting: note taking, asynchronous preferences
4. Communication: back-channels when having problems with environment (i.e. noise), inviting others outside the group
5. Innovation: use of symbols, tech familiarity, chat boxes

Creating shared norms helps your team function more productively, reduces stress, and enhances workflow whether you are working remotely or on-site.

For a video version of creating a virtual meeting charter, go to <https://youtu.be/97rhke7gQcg>

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