



## ***Working Remotely: Tip of the Week***

April 20, 2020

### 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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