

PEER CELLS

Online Meetings

Having online meetings has now become the 'new norm' and there are a number of online meeting platforms available such as Zoom, Skype, Teams, Google Meet, Whatsapp, FaceTime (or equivalent). The following protocol will help you have a good meeting, as the temptation when on an online call can be to try to do other things at the same time.

OPTIONS

If you can use a service which allows you to see each other as well as talk it vastly increases the quality of the meeting.

Options include:

- Zoom allows up to 100 people to join a meeting from their phone, desktop, mobile and tablet devices.
- Skype allows up to 50 people in a call that can be video or audio, providing everyone has the latest version of Skype on their device.
- Google hangouts is free and allows you up to ten people on a video call.
- Whatsapp allows up to eight people to make a group video call.

ONLINE PROTOCOL

- Find a quiet place to be a part of the call, without distractions.
- Stay focused on the conversation even if you aren't contributing directly at that moment. Don't do email. Facebook etc; switch your mobile off/out of reach, put other phones on voicemail.
- If it helps you to concentrate take a few notes as the conversation develops, but if you are on a laptop it helps if you don't use the keyboard as every tap of a key is magnified in the conversation.
- Be clear about who is leading any discussion item.
- Be prepared for a few frustrating moments with the technology and try to be patient.

