





Self-Advocacy Groups Taking Care of Business: Tips and Strategies for Successful Online Meetings

  Google Meet	<h3>Choose an Online Platform</h3> <ul style="list-style-type: none"> ● Zoom <ul style="list-style-type: none"> ○ Free and easy to use ○ Widely used due to COVID ○ Free account limited to 40 minute maximum per meeting ○ Can pay for more time and options ● Google Meet <ul style="list-style-type: none"> ○ Free ○ Host must have Google account such as Gmail to host meeting ○ Has captioning available
	<h3>Advance Planning Strategies to Make the Online Meeting Run Smoothly</h3> <ul style="list-style-type: none"> ● Decide which online platform will be used ● Practice using online platform with participants prior to meetings ● Prepare a clear agenda ● Assign tasks/roles to different participants such as note taker, chat monitor, meeting facilitator ● Send out meeting agenda and information on how to join the meeting at least one week in advance

	<ul style="list-style-type: none"> ● Send information and instructions on how to join the meeting including links and call-in numbers Including, meeting links, call in numbers ● Send out meeting reminder a few days before the meeting with related materials such as agenda, task assignments, meeting links, and call in numbers ● Set up meeting so all participants start on mute to reduce background noise
	<p>Tips for a Productive Online Meeting</p> <ul style="list-style-type: none"> ● Have an agenda ● Start on time and keep to the schedule ● One person talks at a time. ● Say your name when you speak, example “This is Jae, and I want to say...” ● Join meeting from one device

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