Tips for successful
VIRTUAL MEETINGS
with Google Meet

1 Send an agenda to everyone before the meeting.

2 Make one person the moderator of the meeting.

3 One person takes notes on a shareable doc.

4 Mute your mic if you're not speaking.

5 Use the chat to ask questions and share resources.

6 Moderator calls on people to unmute microphones.

7 Make a copy of the chat transcript before closing.

8 If using video, look at the camera, not the screen.