## Tips for successful **MEETINGS**



with Google Meet











notes on a







Send an agenda to everyone before the meeting.

ask questions and

share resources.





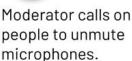
Use the chat to



the meeting.

Make one person

the moderator of





Make a copy of the chat transcript before closing.

One person takes

shareable doc.



Mute your mic if you're not speaking.





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

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