

LEAD Virtual Meeting Expectations

Background

CSTE LEAD program participants will engage in monthly calls to identify and apply best practices for facilitating virtual meetings and group facilitation. Examples of virtual meetings that participants will lead include journal club and case study discussions. During these virtual meetings, all participants are expected to follow the meeting norms and rules of engagement to ensure discussions are efficient and effective.

Rotating Meeting Roles

For each journal club and case study discussion, participants will volunteer to co-facilitate the virtual meeting. Three to four volunteers will be needed for each virtual meeting and participants should rotate through different roles. The rotating meeting roles include:

Leader – Selects articles and topics for discussion; works with the facilitator to develop the discussion prompts; identifies action items

Co-Facilitator – Guides the group through the agenda; ensures equal speaking opportunity; communicates decisions and next steps; assigns action items

Timekeeper – Manages time limits on discussion items

Note Taker – Records key decisions and action items from discussion; reports on discussion notes

Note: All meeting roles except the Facilitator also engage as participants.

Meeting Norms

1. Listen and respond respectfully
2. Actively participate in discussion
3. Come prepared
4. Be open to differing opinion and expertise.
5. Focus on the meeting topic

Rules of Engagement

1. Show up on time
2. Include your agency/organization affiliation next to your name (and pronouns, if you would like)
3. Use the chatbox to comment in addition to the phone discussion
4. Turn your camera on (as internet bandwidth allows)
5. Stay on mute unless you are speaking.
6. Use emoticons such as raising your hand to speak