

Helpful Hints for a Successful Electronic or Phone Meeting

LEAD. Start the call 15 minutes before the meeting. Anyone can sign up to be a lead, just like a meeting. The lead can get the first names of who is on the call at the start. That way readings of Steps, etc. can be assigned.

CALL IN EARLY . 5-10 minutes beforehand . Too many calls at once can cause a jam. Joining late can be interrupting.

MUTE YOURSELF when not speaking. It's amazing the things you can hear (footsteps, dogs barking, paper shuffling, clattering dishes ...).

TURN SPEAKER PHONE OFF when speaking. It causes echos and leads to bad sound quality for everyone.

USE WIFI on your cell phone, if possible. Using WIFI helps connection quality as well.