

# Robin Lane

## Virtual meetings Ground rules

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### 1. Confidentiality

If in doubt check whether information is confidential. Don't share personal information outside of the meeting.

### 2. Avoid personal references!

We need to think about the needs of the wider public

### 3. Avoid assumptions!

Base discussion on evidence and good practice

### 4. Listen

Listen actively and attentively. Avoid interruptions!

### 5. Challenge

Critique ideas, not people.

### 6. Find solutions!

Build on one another's comments; work toward shared understanding.

### 7. Stay on topic!

We have little time and lots to accomplish.

### 8. It's not a grumbling shop.

Focus needs to be on improvement, not complaints!

### 9. Do not monopolize discussion!

Give others chance to speak!

### 10. Respect

Other people's thoughts, ideas and suggestions (even if you don't agree with them)

## **11. Stay on mute!**

Don't forget to mute yourself after you have finished speaking.

## **12. Raise your hand / chat box!**

Use these features to indicate you want to talk if there isn't a place to naturally come into a discussion.

## **13. Be patient.**

Technology and different setups can mean that there's delay and technical hiccups, bear with us.

## **14. Take a breather!**

If you need to jump out of the meeting, that's ok. Come back when you're ready.

## **15. Talk to someone!**

If you're unsure about something or want to talk to someone, get in touch with the organiser or someone you feel comfortable talking to.

## **16. Be somewhere quiet.**

If possible, try to be involved in a quiet place and turn off anything you can that make noise (TVs, radios, etc.).