

# Top Tips for Setting an Agenda

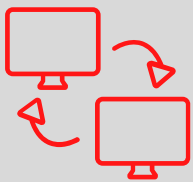


## Be prepared

Send the agenda well in advance of the meeting so that participants have clear expectations for what to prepare

## Add Time Up Front

Allow time to discuss the back-up plan in case of disconnections, and discuss how social chat will be dealt with (e.g. using the conference sites internal chat vs slack)



## Make a production plan

Outline in the agenda who's screen will be shared and for what. Any good TV show has a good production plan and virtual meetings should be no different!

## Overestimate on the Time

Add more time than you usually would for a face-to-face meeting for swapping screens, connectivity issues, and increased chit-chat



## Any Other Business

Add additional time at the end of the meeting for the quick project catch-ups that would normally happen in person