

Top Tips for Online Meetings

3. Learn from the experience

Running a successful online meeting doesn't stop when the meeting ends.

Save what you need

As the organiser, make sure you have a copy of everything you need before you close down the meeting. Have you annotated or added to any of the documents you shared? Have you saved the results of any polls? A transcript of the chat box can be useful for incorporating into meeting notes or minutes.

Follow up with participants

Remember to close the loop with everyone who attended the meeting. Send copies of presentations, document and recordings as soon as you can, and remind people of actions that were agreed.

Involve everyone

If any participants indicated that they were uncomfortable speaking out during the meeting, or unable to use the chat box, contact them individually after the meeting to gather their views and feedback.

Ask participants how you can make it better

Contact them a week later and ask for suggestions for how to improve. What would have made things easier or more engaging for them?

Learn from your experiences

Use the feedback from people to shape your meetings in the future. Tell people what has changed as a result of their contributions.

Engaging Differently

Share your learning with us. We are collecting examples of how health and care services are overcoming physical distancing restrictions and continuing to engage meaningfully with communities at a distance. Go to www.hisengage.scot/engaging-differently to tell us your experiences and top tips.