# Effective Virtual Teaming
## CONSIDERATIONS FOR VIRTUAL MEETINGS

**STÅRT**

### 1. CONTINUE TO FOLLOW GUIDING PRINCIPLES

### 2. DO A TEAM CHECK UTILIZING THE EFFECTIVE TEAM PROCESS CHECKLIST

### 3. PRACTICE CONFIDENTIAL, SAFE MEETINGS

Privately invite participants to your meetings & use a password for entry. Continue to check updated safety recommendations for the platform you chose to use.

### 4. USE VIRTUAL VISUAL ORGANIZERS

Download Visual Organizers (Agenda, Meeting Mechanics, etc.) to use as whiteboard templates in Word or Google Docs while you screen share. Many meeting platforms also have a whiteboard feature for general brainstorming.

### 5. PRACTICE ETIQUETTE

Be aware of visual or auditory distractions at all times. Mute your microphone when you are not talking, especially in larger groups.

### REFERENCE THE EFFECTIVE TEAMING AND MEETING MECHANICS MANUAL

https://bit.ly/ETandMM

**Visit the START website for more information and resources:** www.gvsu.edu/autismcenter