



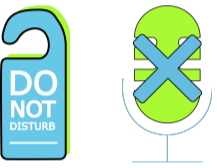
Only invite participants with active parts in the meeting

Small meetings are more productive



Head-sets instead of PC mics reduce noise

Log in individually and not as a group



Mute your mic when you're not talking

Turn off notifications during the meeting



Assign a moderator and a facilitator

Provide the protocol digitally for everyone



Check-Ins give everyone an introduction

Plan breaks during long meetings

Strategic Meeting

- Overview on current tasks and milestones
- Updates to different topics
- Identify tensions/issues



Operative Meeting

- Problem solving
- Explain and work on tasks
- Exchange and collect ideas



Find out more about digital work best practices, tips and services in times of covid-19 on our information page.



Provide-20