

Teams Meetings Principles



Check is a Teams meeting or any meeting necessary? If you are sharing information, could an email/Teams chat or a telephone call be used instead?



consider others: no meetings before 9.00am and after 5.00pm and no meetings at weekends (unless your team rostered on a Saturday or Sunday)



Adopt 50/25min meetings to allow colleagues a break in-between. Any meetings which do need to be longer than 90 minutes should include a break of at least 20 minutes every 1.5 - 2 hours.



All Colleagues, no matter what their role is, should not be expected to spend their entire working day on Teams meetings. Please try and ensure you have no more than 5 hours of team meetings each day.



Consider using your work mobile occasionally than a Teams meeting e.g. for a 1:1. You could sit in an open space or take a walk while doing this.



Consider others: allow people to be on camera when they want to be. Please also respect colleagues decision not to switch their camera on. There may be personal as well as technical reasons why a staff member chooses not to use the camera.

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Take a minimum of a 30 minute lunch break. When scheduling meetings try to avoid 12.00 noon to 1.00pm



Take time to timetable actions and tasks



Use the hands up function and teams chat to participate and allow others to, and remember to take your hand down when finished speaking.



Please introduce yourself when you begin speaking and speak slowly and clearly (unless the Chair introduces you before you start speaking).



Please mute your microphone when you're not speaking.



Ensure you sit straight in front of the camera. Remember the camera is much closer than in the face-to-face public board meeting, so visual expressions, mannerisms and movements are more visible.



Be present in your meetings - try to avoid multitasking, such as responding to emails/team chat, eating/drinking etc.



For privacy/security reasons blur your background.