

# Making the Most of Google Meet



Adapted from the file [Video Conferencing Guidelines and Etiquette](#) found on TeachersPayTeachers

# Control Your Environment

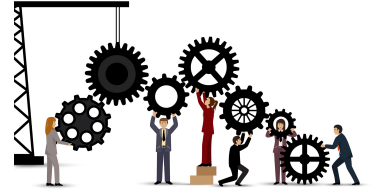
Set up in an environment that:

- Is quiet and offers privacy
- Is well-lit (light from in front of you is much better than light from behind)
- Is not distracting or school inappropriate (dining room, living room, office, den)



# Test Your Tech

At least 15 minutes before the meeting:



- Open the app to check for any software updates
- Test call a classmate to make sure both your camera and mic are good to go
- Troubleshoot where you can and immediately alert your teacher to any problems you can't solve on your own so they can help you before the class is set to begin

# Dress Appropriately

- You don't need to dress up, but you certainly shouldn't dress down
- Dress as you would for any normal school day.
- Treat your video meetings like school



# Prepare

- Take care of any personal needs so you can be 100% focused on the meeting once it begins
- Let people in your home know you'll be “with” your teachers
- Close any other running applications
- Put your phone in another room



# Be on Time



- Do not arrive exactly at the meeting time
- Join the meeting before the scheduled start time: 5 minutes early is generally a good time
- Respect the time of all meeting participants by being ready to go as soon as the meeting is scheduled to begin

# Control Your Sounds

- Mute your mic when you're not speaking
- Turn off any notifications on your device or other sounds that will detract from the meeting



# Treat a Video Class Like a Real Class





# Focus on the Meeting

- Adopt a zero-tolerance policy toward sending email, texting, eating and doing anything else that pulls you away from the meeting
- Do not stream music during a virtual meeting



# Speak Clearly and Don't Shout

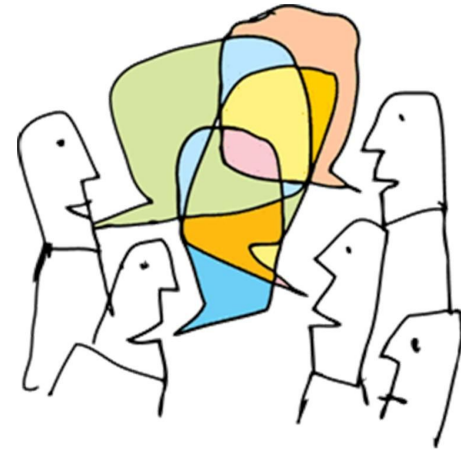
- Speak clearly
- Don't shout
- If someone can't hear you, then adjust the level on your microphone and make sure it's not covered by your clothing or something else



# Conversation

Virtual meetings and conversations follow the same conventions as physical ones:

- Don't interrupt: Wait for an opening in the conversation before contributing
- Contribute: Make verbal contributions to the meeting to keep the conversation going
- Listen: Don't dominate the conversation and give others the opportunity to be heard



# References

Lovgren, Bryan. “Working Remote? These Are the Biggest Dos and Don’ts of Video Conferencing.” Entrepreneur, 5 Jan. 2017, [www.entrepreneur.com/article/238902](http://www.entrepreneur.com/article/238902). Accessed 13 Mar. 2020.

Nicole Marie Richardson. “11 Dos & Don’ts of Video Conferencing Etiquette.” Inc.Com, Inc., 2011, [www.inc.com/ss/video-conferencing-best-practices](http://www.inc.com/ss/video-conferencing-best-practices). Accessed 13 Mar. 2020.

“Yes, There Is Video Chat Etiquette. Here Are 10 Rules.” Seed.Co, 2019, [seed.co/blog/Video\\_Chat\\_Etiquette/](http://seed.co/blog/Video_Chat_Etiquette/). Accessed 13 Mar. 2020.