

# TEMPLATE FOR FIRST VIRTUAL TEAM MEETING

## Introduction

- ✓ Welcoming comments
- ✓ Ask the team how they have been doing so far in general
- ✓ Ask the team how they are dealing with the new reality of working remotely:
  - What has been working well?
  - Are there any good tips and tricks to share with the team?
  - What challenges or issues have you been facing?
  - What would you need to be able to work more efficiently?
  - What could we do as a team to support each other, keep each other motivated, have fun together, etc. during this unusual time?
- ✓ Specify what your expectations are while working remotely (e.g., availability, schedule, communication channels, check-ins, deadlines, etc.)

## Your team's services during that period

- ✓ Complete the *Team Service Chart* by asking your employees the following questions:
  - What services can/should we **maintain as is**?
  - What services do we need to adjust in order to meet the requirements of this new virtual reality?
  - What **new** services should/could be added/developed during this period?
  - What services should **be suspended** during this period?

TEAM SERVICE CHART			
IN THE CURRENT CONTEXT, WHAT SERVICES/PROJECTS/ACTIVITIES SHOULD/COULD WE...*			
MAINTAIN	ADJUST	ADD/CREATE	SUSPEND

**\*Note:** If regular services can no longer be maintained, are there other tasks the team could potentially take on (e.g., process review, documentation of tasks or processes, research, clean-up of electronic files, special projects, etc.)?

## Conclusion

- ✓ Collaboratively determine the ideal frequency of virtual meetings (suggested frequency: twice a week)
- ✓ Establish an agenda
- ✓ Inform your team that you will be setting up a meeting with each one of them in order to discuss:
  - Their specific projects/tasks and to establish action steps, deadlines and follow-up mechanisms
  - Their daily schedule
  - Their specific reality while having to work remotely
- ✓ Thank the team for their flexibility/capacity to adapt during this difficult time
- ✓ Invite them to contact you and/or their colleagues as needed, and remind them that you are available if they need help