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:
  o What has been working well?
  o Are there any good tips and tricks to share with the team?
  o What challenges or issues have you been facing?
  o What would you need to be able to work more efficiently?
  o 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:
  o What services can/should we maintain as is?
  o What services do we need to adjust in order to meet the requirements of this new virtual reality?
  o What new services should/could be added/developed during this period?
  o What services should be suspended during this period?

<table>
<thead>
<tr>
<th>TEAM SERVICE CHART</th>
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<tbody>
<tr>
<td>IN THE CURRENT CONTEXT, WHAT SERVICES/PROJECTS/ACTIVITIES SHOULD/COULD WE...*</td>
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<tr>
<td>MAINTAIN</td>
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*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:
  o Their specific projects/tasks and to establish action steps, deadlines and follow-up mechanisms
  o Their daily schedule
  o 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