

## Before The Meeting

Give your participants the information they need ahead of time to ensure you can spend the meeting discussing ideas and strategies instead of catching them up to speed.

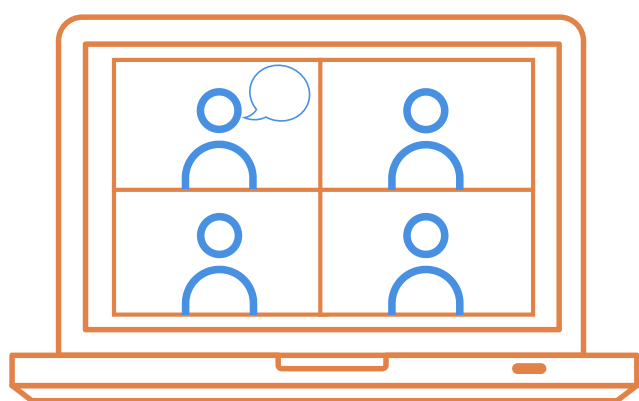
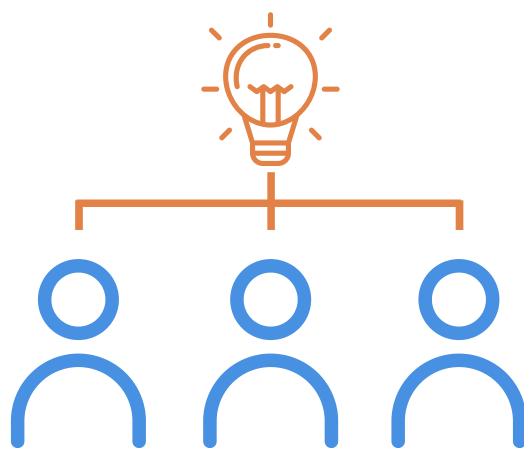


### Meeting Agenda

Stick to your agenda and refer to it throughout. If other topics come up, table them for another time to prevent going off track.

### Brainstorming Topics

If you need ideas from your team, it helps to give them time to prepare and come up with solutions to share at the meeting.

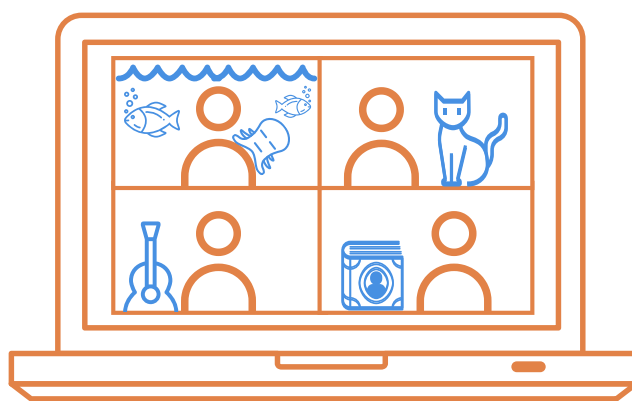


### Team Talking Points

Assign talking points to each member of your team so they can contribute to the meeting. It will help everyone feel like they added to the discussion and keep them engaged.

### Fun Extras

Ask your team to each find a humorous virtual background. Or get them to bring a mascot for the meeting such as their pet or their favorite personal item.

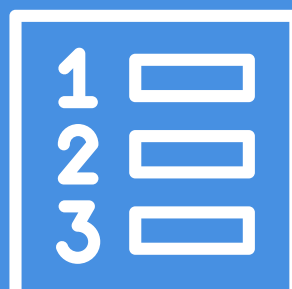


## After The Meeting



### Provide Takeaways

Send out slides or relevant documents/links.



### Outline Priorities

Make sure everyone knows what the most imminent tasks are.