

The background features abstract, organic shapes in shades of green and orange. On the left, there are wavy green lines. In the top right, there are horizontal green lines that appear to be part of a larger graphic. At the bottom right, there are orange and dark green shapes with white dashed lines. The overall aesthetic is modern and clean.

# A Guide to Virtual Meetings

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A segment in **COSO's**  
*Summer Series*  
By: Carly Payne

# 4 Simple Steps to a *Productive* Virtual Meeting

01

## Understanding Zoom

It's important to be confident in your understanding of *all* of Zoom's features.

03

## Interactive Activities

How to prevent virtual meetings from turning into lectures.

02

## Planning

How to plan for a virtual meeting and why it is crucial.

04

## Execution

Example from a UM organization that has conducted a successful virtual meeting.



01

## Understanding Zoom

Arguably one of the most essential components in holding a successful virtual meeting

A



zoom

## Crash Course

In this section we will  
break down **5 “must  
know functions”** when  
operating a meeting on  
*Zoom*

# Zoom Crash Course

Refer to the links if unaware on how to access these features!



## 1) Break Out Rooms

Utilizing break out rooms is essential to an interactive meeting, especially when presenting to a larger audience. By breaking out into smaller groups you ensure that members are listening actively and participating. Start and end your meetings together as a group, but attempt to weave breakout rooms into your agenda!

LINKS: [206476313](#) and [206476093-Enabling-breakout-rooms](#)



## 2) Screen Share

The screen share feature is crucial to understand in order to display powerpoints to your members. This resource is helpful in a number of other ways as well and should be utilized in order to make your meetings more engaging.

LINK: [201362153-Sharing-your-screen](#)

# Zoom Crash Course



## 3) White Board

LINK:  
[205677665-Sharing-a-white  
board](https://205677665-Sharing-a-white-board)



## 4) Chat Rooms

LINK:  
[203650445-In-meeting-chat](https://203650445-In-meeting-chat)



## 5) Reactions

LINK:  
[360038311212-Meeting-rea  
ctions](https://360038311212-Meeting-reactions)

These are other Zoom features you should familiarize yourself with before starting to meet. If you are confident in your usage of this technology it will reflect well in your meetings and members will be less apprehensive about virtual organizations.

# 02

## Planning

When will your meetings be, and how will they be ran? Also, what resources will you need to have arranged prior to meeting?



**Q:** Why is **planning** your meeting going to be important?

**A:** An outline for your meeting will ensure that you stay on track even in the face of potential technical difficulties.

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# The 3 parts to planning



## Pick a set day and time

By setting a recurring day and time for meetings to be held (whether monthly, weekly or bi-weekly) you help maintain a sense of normalcy within your organization. This will also help alleviate any confusion for new students on when a virtual meeting will be conducted.



## Draft an outline

Create goals for each meeting, consisting of what content it is you want to cover and what you hope to accomplish on your call. Break all activities, lessons and games out into timed increments to ensure you stay on track.



## Make a powerpoint

Prior to each meeting a powerpoint should be made containing the information that will be presented to the general body. This is crucial because creating a visual aid for your meetings will further enhance your members experience on Zoom. A powerpoint also comes in handy to share with individuals who might've missed the meeting or had been experiencing technical difficulties

Technical difficulties will occur at some point. By planning ahead you are proactively working to alleviate the effect that any digital issues may leave on your meeting time.

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Day. Time. Outline. Powerpoint.



03

## Interactive Activities

How are you going to keep your members entertained and focused during a meeting?

# 6 Ideas to keep your meetings *interesting and engaging!*



## Special Guests

Virtual meetings allow you to reach out to individuals across the *globe* to speak with your organization. Take advantage of this!



## Virtual Bingo

A fun interactive icebreaker for a first meeting!  
[virtual-bingo](#)



## Screen Share Virtual Tours

Due to Covid many museums, zoos and national parks have created online walk through tours. This is something some clubs may be able to take advantage of during a virtual meeting.



## Collaborate with other clubs

Virtual meetings give you a platform to easily collaborate with other organizations, consider joint meetings occasionally!



## Cards Against Humanity

A comedic interactive game for any laid back meeting  
<http://playingcards.io>



## Dorm Scavenger Hunt

A fun and competitive game. Make members of your org run around their dorm looking for objects to display on screen, the last person to do so is out



04

## Execution

Here is what **one** organization did during quarantine to keep their members involved and connected!

Current HP Concerts Chair:  
**Michelle Marino**



**HP Concerts**

# Michelle Marino

Michelle is senior public relations and electronic media double major and is currently serving as the HP Concerts chair. During quarantine Michelle led several successful meetings and has agreed to elaborate on how she prepared for them by answering questions many of you may have.

# HP Concerts

Q: “What was one roadblock you hit when initially meeting virtually, and how did you overcome that?”

A: “The lack of social cues when going virtual can lend to some awkward silences, this can be avoided by asking open ended questions, leave room to discuss.”

# HP Concerts

Q: “What is one way in which you plan on creatively using one of Zoom’s features?”

A: “During the first few GB meetings it may be helpful to utilize the virtual background feature to display your name and position within the organization to help newer members learn faster.”

# HP Concerts

Q: “Can you elaborate on one online resource you’d recommend?”

A: “To avoid awkward silences you can make use of a virtual wheel with members names on it as a way to encourage conversation.”

# HP Concerts

Q: “How do you keep meetings interactive when virtual?”

A: “I recommend jeopardy as an interactive game that can be used for trainings or as an icebreaker. You should also start meetings with an icebreaker that includes everyone.”

# HP Concerts

Q: "Do you recommend using an agenda?"

A: "It is *VERY* important to have an agenda as it helps to prevent any awkwardness. I usually outline an agenda the day of or the day before."

# HP Concerts

Q: “What is one final message you would like to spread to student leaders on the topic of virtual meetings?”

A: “Don’t be intimidated, this is new for everyone and can be seen as a chance to connect in different and creative ways. New students are looking to be super involved and will still come to you, so don’t worry.”



Thank you for  
taking the  
initiative to  
better yourself  
*and* your  
organization!

Questions?

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