

REMOTE MEETING

B I N G O

All participants spoke openly	There is genuine laughter	All participants were on video (if tech/ connection allowed)	The meeting started on time	You were grateful this meeting wasn't an email
Someone's "Office Manager" chimed in (i.e. dog barked or kids made an appearance)	Meeting had a clear purpose	Meeting ended on time, or even early	A decision was made	Participants aligned on next steps
Meeting resulted in forward progress	Participants collaborated during the meeting	You felt seen and heard, and helped others feel the same	Meeting was limited to relevant parties	Participants listened actively
Helpful feedback was given	Someone was acknowledged for their contribution	At least one participant asked a clarifying question	The meeting was fun!	Participants came prepared
Someone took responsibility for guiding the meeting forward	Meeting ended on a high note	Participants were fully present	Meeting agenda was shared	Meeting exemplified your culture and values in action

No free square here - good meetings require work.

Want to learn how to design better meetings? Visit: thebrightspottrust.com/remotemeetings