# Tips and Best Practices for Virtual Meetings

***Prior to hosting a virtual meeting, please refer to the** Safety Activity Checkpoint - Virtual Meetings*

**Work Together:** According to the Safety Activity Checkpoint (SAC), two adults are required to be present in each virtual meeting. One adult should host the troop meeting and the other should monitor (muting participants as needed and stepping in to assist if necessary). The two adults should work together to:

- Create an agenda in advance. This should include a supply list, especially if any out of the ordinary supplies are needed for the meeting (Share this supply list with caregivers ahead of time so that they may get items needed).

- Let caregivers know up front that they are responsible for providing a device, supplies, and an area for their girl to participate in the virtual meeting, and that they are welcomed to listen in on the meeting.

- Keep in mind that according to the SAC, girls should not take screen shots of virtual troop meetings on their devices: nor should meetings be recorded without written permission from caregivers.

**Learn Together:** Think about expectations for your virtual meeting, and keep in mind that it will be a learning experience. Consider this:

- Allow the girls to chat with each other for the first five or ten minutes before the meeting officially begins.

- Should you mute all participants except for the host once the meeting begins? Is the video off or on? Should there be a dress code?

- Your meeting should begin with the Girl Scout Promise and Law and end with the virtual Friendship Circle (instructions are included on agenda page in the link below)

- Set a time limit for meetings. An hour should be sufficient but use your discretion. If your meeting agenda exceeds an hour in length, consider a break in the schedule to get your girls up and moving. It is also a good idea to have a "grab bag" of filler activities prior to the meeting in case things run ahead of schedule.

**Do What You Can:** Remember, technical glitches can occur, so be patient. It is a learning experience, so have fun with it!

**Need more info or resources?** For tips on planning and conducting virtual meetings, along with a sample meeting agenda, visit GSUSA's page on Virtual Troop Meeting Ideas. Feel free to email us at info@gslpg.org if you have any questions.