

GUIDE TO MEETING WITH THE REGIONAL TEAM

Choosing the right tools for the job

There is an abundance of technology out there that makes the process of running an online meeting easier, faster, and more collaborative—the key is figuring out which of these tools is right for your meeting.

- Video Conference Call (Zoom or Microsoft Teams)
 - Good for:
 - Larger, in-depth meetings
 - Screen sharing of documents
 - More active participation
- Phone call
 - Good for:
 - Quick, small meetings
 - Short discussions, simple questions
 - Fast responses

Working with conflicting schedules

If possible, it's always best to schedule meetings far in advance—the more notice everyone has, the less likely people are to have scheduling conflicts.

- Maximize availability:
 - Schedule meeting between 11am – 5pm EST
 - Determine in advance whether Zoom, Microsoft Teams or phone are options that will be available for traveling/remote team members to be able to participate
- EST (*Local*)
 - Rob Carrico – One Press Place
 - Chris Jefts – One Press Place
 - Adam Prescott – One Press Place
 - Beth Zimmerman – One Press Place
 - Justin Hill – One Press Place
- EST (*Distributed*)
 - Matt Mize – Greensboro
 - Alysse Capitanelli – Jersey City
- CST (*1 hour behind*)
 - Elizabeth Kozak – Nashville
 - Katie Adams – Birmingham
- PST (*3 hours behind*)
 - LaRisa Chambers – Santa Barbara

Engaging remote team members

- Have everyone introduce themselves at kickoff, and give everyone a chance to contribute
- Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting
- Share the agenda and any supporting documents 24-hours in advance
- Follow up with deliverables and next steps as appropriate