

COMMUNICATION RESOURCES FOR VIRTUAL MEETINGS

Before the Meeting	Instant Messaging	Create connections before the meeting and stay connected after.	Slack, Microsoft Teams, Discord
	Share Content	Establish location for PDFs and other materials.	Microsoft One Drive, Dropbox, Google Drive
During the Meeting	Communicate in Real-Time	See and hear everyone when you meet.	Zoom, Jitsi, WebEx
	Scribe in Real-Time	Ensure decisions and consensus are documented, brainstorm in real-time.	Google Docs, Office 365
	Think Visually	Collaborate, brainstorm, share artifacts, and interact like you're in the same room.	Mural, Google Jamboard, Stormboard, Miro
	Stay Organized	Track resources, events, and assignments to keep the team on track.	Trello, MeisterTask, Asana
After the Meeting			

Some aspects adapted from "The Definitive Guide to Facilitating Remote Workshops" from Mural.

TECHNICAL RESOURCES

Bitly

[Create Customized Short URLs with Bitly \(free\)](#)

Google Docs

[Share Google Document with a Group](#)

[Creating a Background Template in a Google Slide](#)

Zoom

[How-to Videos for Hosts](#)

[Guide for Educators or Trainer Using Zoom \(PDF\)](#) *Last page has great technical how-to links.*

[Instructions for Hosts Wanting to See Participant Videos while Sharing Their Screen](#)

[Security Tips](#)

ADDITIONAL ASSISTANCE

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