



Virtual Meeting Protocol

The following protocols are the guidelines used during Two Bettys Green Cleaning virtual meetings.

- All meetings are conducted through Google Meet. A link to attend the virtual meeting is attached to gCal calendar invites. If having a meeting with cleaners or folks outside of HQ/Refill, an email with the meeting URL must be sent via email.
- Please arrive at the virtual meeting before the scheduled start time to ensure you are able to sign in and audio/visual components are working properly.
- The meeting facilitator should be determined and assigned by the meeting organizer prior to the meeting beginning and be listed in the description text box on the calendar invite.
- The facilitator will move through the agenda, keep time for the meeting, document meeting notes (or assign to another member), and call on folks that have information to share during the meeting.

MEETING ETIQUETTE:

- Arrive on time prepared for the meeting topic/agenda
- Remain on mute at all times unless called upon by the facilitator to share thoughts, feedback, opinions, etc.
- It is recommended to use headphones during virtual meetings to reduce white noise.
- To signal to the facilitator you have information to share during the meeting either cross your fingers (in view of your camera) or place your hand over your camera.