**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.

* Teleconference Call (AT&T)
  + Good for:
    - Small meetings
    - Listening in
    - More passive participation
* Video Conference Call (Zoom)
  + Good for:
    - Larger meetings
    - Screen sharing
    - More active participation
* Electronic documents to send in advance or screen share

**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 teleconference or Zoom are options will be available for traveling/remote team members to be able to participate
* EST (*Local*)
  + Will Willimon – Milledge
  + Siara Abdulla – Milledge
  + Beth Zimmerman – Milledge
  + Rob Carrico – Athens
  + Chris Jefts – Athens
  + Adam Prescott – Athens
  + Adam Roell – Athens
* EST (*Distributed*)
  + Bethany Glass – Atlanta
  + Matt Mize – Greensboro
  + Alysse Whatley – Jersey City
* CST *(1 hour behind)*
  + Elizabeth Kozak – Nashville
* PST *(3 hours behind)*
  + Natasha Radojcic – Los Angeles
  + Rebecca Rohrbach – San Francisco

**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