



## Strategies to Ensure Engagement in Meetings

### Overview

Virtual meeting platforms like Microsoft Teams provide the means for teachers to connect with their students regardless of location. However, not all meetings are created equally. Meetings need structure the same as classrooms. Learn how to engage students during virtual meetings using proven strategies translated to the virtual world.

### Webinar Agenda

0:00 – 0:10 **Welcome:** Introductions, Meeting Controls, Norms, Learning Targets, Navigation Review  
(10-minute duration)

0:10-0:15 **Ice breaker activity**  
(5-minute duration)

0:15-0:50 **Engaging Meetings:**  
(35-minute duration)

- Planning ahead
  - Clear purpose
  - Agenda
  - Materials
- Starting Meeting Strategies
  - Ice breaker / Check-in
  - Navigation in platform
- During Meeting Strategies
  - Information Delivery
  - Participant Interaction
  - Time Management
- Ending Meeting Strategies
  - Questions and Answers
  - Review Objectives
  - Closing the Meeting

0:50-0:60 **Closing Questions and Answers:** Check chat and respond to questions, review targets, provide MEC code and survey if applicable.  
(10-minute duration)

### Resources

- [Classroomscreen.com: https://classroomscreen.com/](https://classroomscreen.com/)

- Flipgrid: <https://info.flipgrid.com/>
- GoNoodle: <https://www.gonoodle.com/>
- John Spencer Blog Post: <http://www.spencerauthor.com/virtual-meeting-interaction/>
- Padlet: <https://padlet.com/>
- Phet Labs Simulations: <https://phet.colorado.edu>