Hosting a Virtual Troop Meeting

1. **Test your technology first**
   o See our "Virtual Troop Meeting Technology Guide" for help

2. **Host a virtual parent meeting before the troop meeting**
   o This will help give parents and volunteers a chance to connect while also testing the technology for the troop meeting
   o Establish ground-rules and expectations for parent involvement during virtual meetings

3. **Plan your meeting agenda in advance, but don't be afraid to be flexible**
   o If possible, plan a variety of activities in case some don't translate well in a virtual environment
   o It may require trial-and-error to see what kind of projects/activities are best suited for virtual meetings

4. **Begin your first meeting with a lesson on web-meeting etiquette**
   o Be Present: avoid multitasking and give your full attention to the presenter
   o Limit Distractions: This includes audio and visual distractions (pets, siblings, conversation in the background)
   o Mute your microphone: If you're not speaking, always have your microphone muted to minimize background noise
   o Speak Clearly: Speak loudly and confidently into your microphone and don't be afraid to ask for feedback from your meeting attendees if you think you're too loud or quiet

- Use Visual Cues when Possible: A thumbs up is much easier to count, rather than 12 girls all saying "Yes!" at different times. Teach your troop the importance of being active listeners and reacting with visual cues.
- Raise your Hand: Just like in a classroom, attendees should wait to be called on by the facilitator.

5. **Use an ice-breaker prompt to practice meeting etiquette and encourage each girl to participate when it is her turn**
   - What is your favorite part about spring?
   - What is your favorite movie?
   - What is your favorite board game?
   - Show us the silliest face you can make!

6. **Engage each girl equally and always by name**
   - It can be easy to feel like you're lost in a sea of faces during virtual-meetings with many participants, help each girl feel seen to keep her engaged

7. **Find new ways to incorporate old traditions**
   - This can help maintain a sense of normalcy, in an otherwise unusual time
   - This could also be a fun time to establish a *new* tradition! Consider having everyone pose for a screenshot to commemorate each virtual meeting!