

See other side for host best practices

- in a meeting with a large number of attendees
- in a noisy environment
- joining a meeting late

Join meetings on time









Mute your microphone if you're:



Google Meet Best Practices for Attendees



Google Meet Best Practices for Hosts

-  Consider time zones
-  Choose convenient rooms
-  Create an agenda
-  Attach relevant docs to Calendar events
-  Assign a notetaker
-  Join meetings on time
-  Give time to remote participants
-  Ask for permission before recording

See other side for attendee best practices

▼ Fold B ▼

▼ Fold A ▼

▼ Fold C ▼