

Project Expectations

For this project, it is expected that everyone have the following:

- A laptop to access emails and Microsoft Teams for meetings and team communication
 - Tablets/ iPads may work, but it may be difficult for you to read/ manage trainings on a smaller screen; accessing via phones is certainly not allowed
- A quiet place to work and attend meetings, uninterrupted; stable and secure internet when working from home
 - Working from home refers to working from a secured/ private place where no one else has access to your work information; public places like a park, beach, café, etc. are not an acceptable location
- No use of personal emails for work-related communication or logging into Teams/ Zoom meetings
- Business casual attire

Please also review the Virtual Meeting Tips below.

Virtual Meeting Tips

Test the connection.

Make sure you test the connection beforehand. Make sure the audio and video quality are good.

Prepare your surroundings.

Pick a quiet place for your virtual workspace without an elaborate backdrop so that you can be the focal point on the screen. Remove anything distracting behind you and keep it neutral. The best backdrop is often a wall. Don't forget to put your phone and smartwatches away - buzzing during a meeting can be distracting!

Dress the part.

When it comes to what you wear, treat your video calls like an in-person meeting and dress professionally from head to toe.

Camera on.

Engaging with others during a meeting is vital, so make sure your camera remains on. Focus on sitting up straight and making eye contact, which is a lot more difficult than it may appear. You'll be tempted to keep your eyes on the monitor, but focus instead on the webcam.

Ensure you have all the right programs and resources.

Access your work email through the Microsoft Outlook application or via a browser at Office365.com. We highly recommend you download the Microsoft Teams desktop application for a better user experience.

Close other programs on your computer.

Getting notifications during your meeting can be distracting and unprofessional. Before meetings begins, make sure all other windows on your computer are closed and notifications are silenced or turned off.

Watch your body language.

Not all physical cues translate from in-person meetings to virtual meetings, which make the ones that do even more important. Be sure to have good posture and relax your shoulders to avoid stiffness.