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Tips for Leading MCL Team Meetings Remotely

As multi-classroom leaders (MCLs) shift their team leadership to online platforms, they must plan how to continue efficient, effective meetings that create or enhance personal connections with each teacher. This document provides guidance with the assumption that MCLs have grasped the basics of the platform used; if not, see our **Tips for Educators Using Zoom** and **Links for Educators Using Microsoft Teams** for some help**. See also our **slide deck** with considerations for at-home learning.

STEP 1: Establish Norms for Virtual Participation

For example:
1. Join via audio and video from a computer
2. Mute yourself when not speaking
3. Drop video only if you need to step away or if you might distract others
4. Minimize other distractions—close other windows or tabs
5. Use multiple means of participation (chat, breakout rooms, etc.)
6. Ask for help if you are having technical difficulties.

STEP 2: Consider Participant Roles

Sample Roles:
1. **Facilitator**: shares screen and moves team through the agenda
2. **Breakout Room Organizer**: sets up and sends people into breakout rooms
3. **Timekeeper:** reminds facilitator and others when it is time to move on to the next agenda item and when it is time to return from breakout rooms.
4. **Chat Manager**: monitors the chat and helps troubleshoot tech issues
5. **Scribe**: takes notes on session objectives and follows up with next steps

STEP 3: Develop Meeting Structure

Sample agenda for data analysis or collaborative planning meeting:
1. Personal check-in (10 minutes)
2. Define objectives, purpose, and ways of working together (5 minutes)
3. Using protocol, do collaborative analysis/planning with screen share (30 minutes)
4. Close by identifying next steps and reflecting on the process (10 minutes)

Tips
- Schedule meetings for less than a full hour, to ensure that participants have time for a break before another meeting is scheduled; or schedule breaks in the middle of longer meetings (such as 10 minutes per hour).
- Revisit virtual participation norms at the beginning of each meeting.
- Develop scaffolded questions aligned to the session outcome/objectives, using data or a statement of the challenge/opportunity at launch, so that participants do most of the deep thinking.
- Connect the session objectives to schoolwide goals or individual goals

STEP 4: Prepare Your Team

Before the first virtual meeting, or repeatedly as needed, consider doing the following:
- Host a virtual conference 101 with your team.
- Survey participants:
  - Can they join by computer instead of phone?
  - Do they have access to video?
- Send link/invite for participation