

Hybrid Work Norm Guidelines

Summer 2022

SETTING UP MEETINGS

Guiding principle: To be as organized, engaged, and inclusive as possible for one another in meetings, no matter the format

- **Be thoughtful about the meeting format**
 - Consider its purpose, needs, and size, and how people are participating
 - Have it only when necessary (even if it's a recurring meeting) and with people directly involved
 - Fully online and fully in-person meetings are easier than hybrid meetings
 - Utilize the quiz resource, "[What Type of Meeting Makes Sense for You?](#)", for further guidance
- **Have defined roles in meetings**
 - Designate who to be host(s), moderator(s), notetaker, timekeeper, etc.
 - Do so in a rotating manner so that everyone takes a turn in each role
 - Notetaker to share recap and/or update the team's project management tool in a timely manner
 - Others are still responsible for updating their parts, if applicable, and those who couldn't make it are responsible to catch up on what they miss
 - Clear documentation post-meetings can also be available for those who didn't need to attend but is helpful to be in the loop
- **Include comprehensive details in invites and require RSVPs**
 - Include modality, norms, and agenda (template on website)
 - Invite participants to contribute to the agenda beforehand
 - Require RSVPs
 - For hybrid meetings, include a note to confirm with a "in-person" or "remote" note (on-campus people should attend in person)
- **Add connection activity to agenda**
 - Schedule a short activity at the start of the meeting for everyone to speak and connect more personally
 - This increases participation throughout the meeting, and the frequency strengthens the sense of community (ideas on website)

For more tip-sheets and information on the following Hybrid Work Norm Guidelines, go to [GSE HR's Learning & Development webpage](#):

- Overview
- Knowledge-Sharing
- Communicating Schedules
- Setting up Meetings
- Quiz: What Type of Meeting Makes Sense for You?
- Online Meetings
- In-Person Meetings
- Hybrid Meetings