



# TEAMS Meeting Expectations



## Be Prepared

- ✓ Log in a few minutes before class
- ✓ Have your materials ready
- ✓ Charge your device



## Presentation

- ✓ Find a nice quiet place
- ✓ Check your surroundings
- ✓ Keep your camera on
- ✓ Only you are on the camera
- ✓ Dress appropriately



## Communication

- ✓ Stay on mute when necessary
- ✓ No side conversations or messages
- ✓ Speak clearly
- ✓ Stay on topic



## Participation

- ✓ Stay in the camera screen
- ✓ Share thoughts and ideas when the teacher asks
- ✓ Pay attention
- ✓ Follow directions
- ✓ Ask questions



## Be Respectful

- ✓ Be kind to others
- ✓ Be respectful with your words, actions, and work shared with the class



## Remember

Whatever you share can be seen and heard by all of your classmates, teachers, and even your principal, so please make WISE choices, even when you think no one is watching.