

# Google Meet Etiquette

Some simple things to remember to ensure we all get the best out of our meetings together...

## Be on time

Log on a few minutes early

Mute yourself

## Be in a quiet place

Find a quiet place, check your surroundings.  
(Ensure there is an adult nearby)

## Be prepared

Computer is charged

Camera is on

## Be Respectful

Be kind

Be considerate



## Chat responsibly

Raise your hand to speak

Use the chat function when you're asked to

## Communication

Speak clearly

Look at the screen when talking

Stay on topic

## Participation

Be focused - *don't wave things at the screen - it may distract others*

Be an active participant - don't eat

## Presentation

Wear appropriate clothing

Be in camera view