



Virtual Meetings

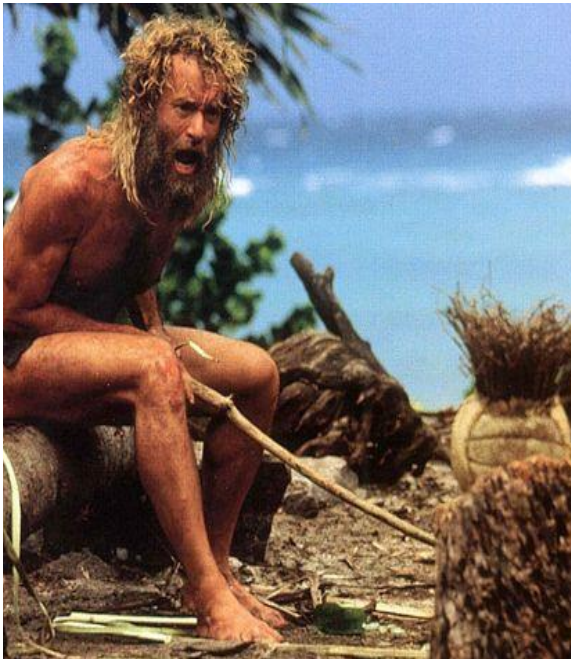
Kansas
PTA[®]
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Travis Harrod
By-Laws Chair

Brian Brown
Diversity & Inclusion Chair

July 21, 2020

What We Will Cover



Why Virtual Meetings?

Plan a Team Meeting

am, is involved in Team Meetings

How To Pla

Determine the Purpose
Specify the End Pi
Determine Who nee
Specify What info
Specify Schedule
Date, Time, D
y all attend
Email, Text, P
Purpose, End
Attendees (Ide
e: Location
n: Date, Time,
ny: Agenda

MS:
people are in the Wrong Meeting.
Communication about
f Clarity for +
of Planning for
do #4 well, 4
e #1, #2, #3
many people ver

A woman with short white hair, wearing a light blue cardigan, sitting at a desk with an open notebook. She is looking thoughtful, with her hand near her chin. The background is a whiteboard with handwritten notes.

Planning Your Virtual Meeting?



Executing Your Virtual Meeting

“Change is the only constant in our life. One’s ability to adapt to those changes will determine your success in life.”

- Benjamin Franklin -



Why Virtual Meetings





Results of Poor Planning

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Planning Your Virtual Meetings

ONE:
Technological Items

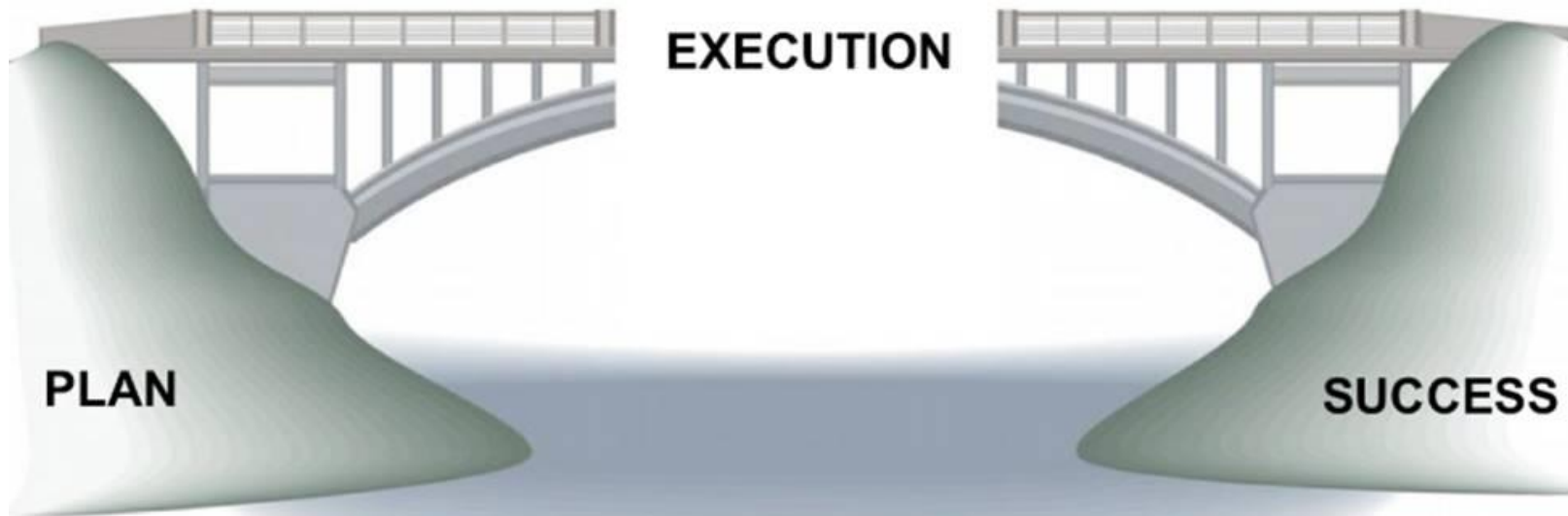
TWO:
Publicizing Meetings

THREE:
Meeting Security

FOUR:
Housekeeping Items

FIVE:
Meeting Moderation

SIX:
Conforming to PTA Rules
and Requirements



“Most leaders would agree that they’d be better off having an average strategy with superb execution than a superb strategy with poor execution.”

- Stephen Covey -

Execution Pays Off!



Wrapping Up

WAYS TO EVALUATE AND CONTINUOUSLY IMPROVE VIRTUAL MEETINGS

Your meetings will get better over time if you allocate 5 or 10 minutes at the end of the meeting to evaluate;

- How it went and what you need to improve.
- ❖ You can use the same methods you would use to evaluate any meeting or training.



Thank You



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