What is Cloud Meeting?

Cloud or online meeting refers to the virtual meeting conducted to allow people to share information and data in real-time without being physically located together with the help of cloud meeting software. Cloud meeting helps to save cost and time, since it supports people to connect and participate in meetings from remote locations.

Do not use chats for private messages. If you are attending a meeting and want to send a private message to another attendee, be aware that your meeting is recorded.

Do not share personal information. As with any public forum, assume that anything you type into chat or say in a meeting, you are being recorded and you do not have control of what happens.

Turn off video and mute yourself to prevent you from inadvertently recording conversations in your home or exposing information you might not want to.

QUICK TIPS!

Preparation before Meeting

Choose the suitable apps or software to do for online meeting for example, Microsoft Teams, Google Meet, Zoom

Identify the attendees for meeting members and numbers of the meeting members

Circulate the invitation for meeting (include date, time, meeting agenda of the meeting) at least 7 days prior to before meeting date

Please ensure the meeting call time is sutable for international participants from different time zones

Advised meeting members to get ready earlier for and prepare for any technical parts issues for example camera, audio or microphone

Set the automated reminders (1 day before and 10 minutes before the start of online meeting)

Turn on the recording function for effective writting of meeting minutes

QUICK TIPS! **Be Presentable**

Online meetings are no different and important as face-to-face meetings. Being in a virtual frame makes you more noticeable. Therefore you need to be presentable at all times

Wear proper attire (especially from the waist up). Although working from home gives you freedom to wear anything, you still need to dress appropriately and professionally for the e-meeting

Place the camera at a good and favourable angle where all the participants can see you

Make sure to greet everyone once you enter the meeting space and maintain an engaging attitude during the meeting

Be camera-ready. Turn on the video when the meeting start (to respect the Chairperson) and every time when you speak.

The space behind you, be it a blank wall or a busy bookshelf, represents you as professional to other people. Therefore, your surroundings too, need some preparation. Make sure **your background is neat** and tidy with minimal noise.

QUICK TIPS!

YOU as Host?

Keep the meeting in focus to the agenda. Virtual meetings are meant to increase productivity and make it as short as possible.

Avoid discussing and sharing confidential and sensitive documents

Suggest for conversation to be taken offline when no consensus is achieved. Take it to another meeting and move on to the next agenda. It should not go on forever. Follow strictly the start and end time as scheduled.

Always address any questions raised and be aware of all queries in the chat at all times.

Do not end the virtual meeting without wrapping up. Outline any action points or the next steps to be taken.

Do not delay and risk forgetting to send a written recap to all participants.

Best Cloud Meeting Software

Google Meet is a video conferencing application. The solution enables users to make video calls with up to 100 users per high-definition video. Document can be shared through email. URL: https://meet.google.com/
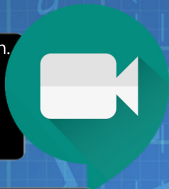
Zoom offers a full-featured Basic Plan for free with unlimited meetings. The Basic plan has a 40 minutes time limit on meetings with 3 or more total participants (maximum 100). Document can be shared through the chat box. URL: https://zoom.us/

Microsoft Teams is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information. The maximum at the moment is 250 persons in one Teams meeting. Additional features like document collaboration, one-on- one chat, team chat, and more.
URL: https://www.micrsoft.com/en-my/micrsoft-365/micro-soft-

Acknowledgement

Editors

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