

DAU 4-21 Virtual meeting policy

Policy Code	Policy Name		
DAU 4-21	Virtual meeting policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Human Resources Directorate - Information Technology Department	10/2023	10/2027	

1. Policy Purpose

This policy aims to formalize the guidelines, rules, and protocols that must be followed during virtual meetings in DAU. This policy applies to all virtual business meetings that include members of the AU Community, whether internal or external stakeholders.

2. Policy Scope

This policy is applied to all virtual business meetings that include members of DAU Community.

3. Policy Statement

To ensure that virtual meetings are used as an effective tool among various DAU community, all participants must adhere to certain guidelines, protocols, rules, and procedures before, during, and after all virtual meetings.

4. Policy Procedures

- *Guidelines for the effective Virtual meeting:*
 - The meeting should be brief and focused on the main points of discussion with effective time management.
 - The meeting should have a clear distributed agenda.
 - Actions, deadlines, and responsible parties should all be specified in the meeting.
 - In case of poor connectivity or other technical issues, the meeting host will decide whether to continue the meeting or postpone it.
 - Minutes of the meeting shall be prepared and kept as an official reference.
 - Virtual meetings can be recorded by the meeting organizer. Meeting Recoding keeps a useful reference for official discussions, actions, and deadlines, as well as to allow authorized persons who were unable to attend the meeting.
- *Preparing the meeting:* before the meeting, the organizer will:
 - Invite Attendees to sign up for a calendar event.
 - Provide a link to the meeting through the online meeting platform (Zoom, Microsoft Teams).
 - ID and passcode for the meeting (if required).
 - Clarify the purpose of the meeting and main discussion topics.
- *During the Virtual meeting attendees will:*
 - Follow the official dress code during virtual meetings.
 - Mute their microphones during the meeting unless they are required to speak, answer a question, or start a discussion as outlined in the meeting agenda.
 - Avoid interrupting the speaker through finding an appropriate time to participate in the discussion.
 - Avoid interacting with others, handling other work duties, or making phone calls. If there is an important phone call, the attendee should notify others, preferably through the chat box.
 - Use headsets or earphones if they are in a shared office/workstation area.

- Have the freedom in opening their cameras or not in DAU meetings, if they decided to use the camera, they make sure they have a clean and work-appropriate background with positioning their web cameras at eye level.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy