

5 Things To Do on The Day of Your Meeting



Send the Meeting Link 1

1. Send the meeting link again on the morning of your meeting (or the night before if your group meets in the morning).

Login Early 2

1. Login at least 15 to 20 minutes before the meeting starts. Play some music so people feel welcomed and know you are there (even if you have not turned on your camera yet).
2. Ensure everyone turns their camera on.

Turn your Camera On 3

1. 10 minutes before the meeting starts turn your camera on.
2. Greet your group members as they logon.
3. Remind them of the start time periodically.
4. Start on time!

Stick to your Agenda 4

Here is a sample agenda:

1. Prayer - 1 minute
2. Icebreaker - 5 minutes
3. Review Lesson - 15 minutes
4. Discussion Questions - 30 minutes
5. Next steps/meeting date - 5 minutes
6. Prayer requests/Closing Prayer - 5 minutes

Respect their Time 5

1. End on time!
2. Respect their time!
3. End on time but plan to stay over (after the meetings can be a time of bonding for group members)