Zoom Etiquette and Ground Rules

We are entering into a new world of Video Conferencing and we need to understand the ground rules for how to be great team mates in these moments

- **Camera and Lighting**
    - Have the camera at eye level
    - Make sure you are front-lit (light coming from front or side, not behind)
    - Look at the camera when talking, instead of at the screen
    - Have video on during meetings, it helps connect to the rest of the team and ensures trust

- **Sound**
    - When you're not talking, make sure you mute your mic
    - Raise your hand if you want to add to the conversation

- **Distractions**
    - Pay attention to your background, make sure it's appropriate
    - Try not to eat during meetings if possible
    - Be attentive, avoid multitasking
    - Avoid private behavior, remember that people can see you at all times
    - Be professional, don't distract your team
    - If you can be in a room with a closed door it helps to prevent distractions