This document based on Mamie Kanfer Stewart's blog

Communication Norms:

Ask questions for clarification to help avoid making assumptions.
Make sure everyone's voice is heard.
Balance your participation – speak and listen.
Listen actively to teammates without interrupting.
Clarify when you are advocating vs offering an idea.

Norms for Virtual Meetings

Virtual teams have additional layers of complexity because everyone is not in the same room. Consider using norms that address the common behavioral challenges with virtual meetings.

[Turn on your video](#) unless impossible. Body language is important for effective communication.
Do not multi-task (do other work) during the meeting.
Use the mute button at your site to prevent the transmission of background noise.