

Miba Spirit - Online Meetings

We collaborate across borders to learn from each other and to increase our efficiency and effectiveness. We collaborate in a spirit of openness and mutual trust. Online Meetings offer us a variety of options for this. When we consciously deal with our meeting culture, digital tools help us to create added value.



We communicate a meeting goal in advance and think twice about who should attend the meeting – at work meetings max. 6-10 people.



We limit a meeting to 1.5 hours – if we need longer, we plan a break.



As a facilitator, we discuss at the beginning of the meeting how we would like to use the technology (video, microphone, digital hand sign) and make a brief technical introduction for newbies.



We mute the microphone whenever we don't speak – this way we avoid disturbing background noise and focus our attention.



We turn on the camera – at least at work meetings. Through the additional communication channel, we show respect and create commitment and integrity.



At work meetings with a smaller group of participants, we can work well with the digital hand sign – this way we avoid pauses that arise out of politeness and confusion.



In info meetings with many participants, we use the chat function – so the questions are not lost, and we can concentrate on the presentation.



We are jointly responsible for the success of the meeting. It is the responsibility of each individual to actively participate or to leave the meeting with justified reasons and give feedback.