

**GOOD**

**GOOGLE INVITE**

An invitation to an online meeting is one of the first actions we take when communicating with a client, candidate, etc.

**Objective:** prepare for the call, make a good first impression, and make the call more productive afterwards.

**Action:** consider non-basic rules and design of the invitation.

**Time:** 10 minutes.

! Below in this file we will present you an example of the design of an invitation with detailed comments.

! You will also find the written text from the screenshot. It will be easy for you to copy it into your invitations.

#### Meeting plan:

- point 1
- point 2
- point 3

#### Meeting Participants:

1. Andriy Chemes - Co-Founder
2. Vera Koval - HR Manager
3. Phani Teja - Cyber Security Analyst


#### Meeting Materials:

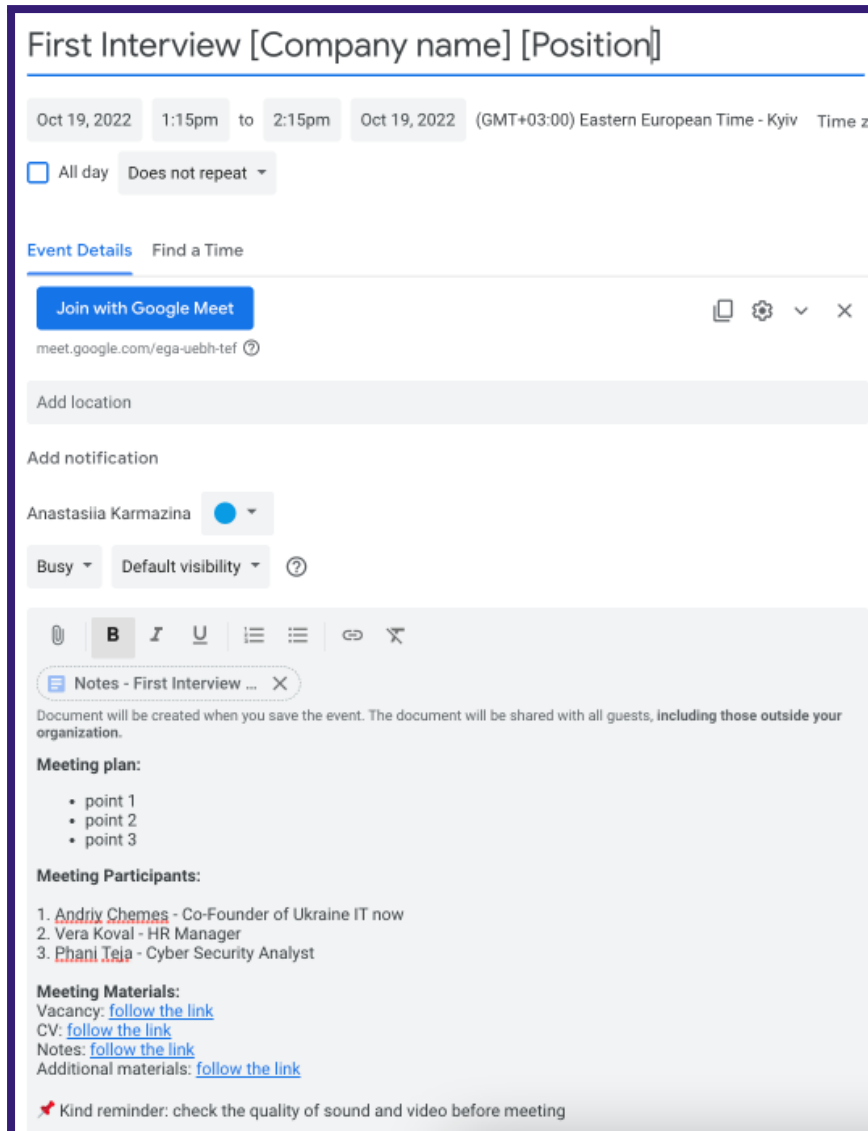
Vacancy: follow the link

CV: follow the link

Notes: follow the link

Additional materials: follow the link

 Kind reminder: check the quality of sound and video before meeting.



The screenshot shows a meeting invitation interface. At the top, the title is "First Interview [Company name] [Position]". Below the title, the date and time are set for "Oct 19, 2022" from "1:15pm" to "2:15pm" in "Eastern European Time - Kyiv". There are options for "All day" and "Does not repeat". A "Join with Google Meet" button is prominent, with the URL "meet.google.com/ega-uebh-tef" below it. There is a section for "Add location" and "Add notification" with a dropdown for "Anastasiia Karmazina". Below that are "Busy" and "Default visibility" settings. A rich text editor is visible with a toolbar containing icons for bold, italic, underline, list, link, and unlink. A note titled "Notes - First Interview ..." is open, containing a "Meeting plan" with three bullet points (point 1, point 2, point 3), "Meeting Participants" with three names and roles, and "Meeting Materials" with links for "Vacancy", "CV", "Notes", and "Additional materials". A "Kind reminder" at the bottom says "check the quality of sound and video before meeting".

**The title** should be short and understandable for both parties. It is important to include identifiers: company name, positions, people's names, etc.

Don't forget to attach the link to join the meeting.

Set up the main functionality according to your needs.

Write out the details of the meeting according to the example.

The Attached **NOTES** will help you take notes during a call in an accessible format.

**The plan of the meeting** will help to orientate about the structure of the call and how to carry out the conversation.

**Participants of the meeting** are important to know the names and their position, sometimes they are new faces.

In the **Materials**, make sure that access is given to the right people. Hide big links into words.