

# VIRTUAL MEETING QUICK START GUIDE

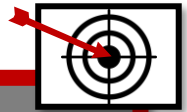
## 1 PREPARE

- ☐ Set meeting purpose and goals
- ☐ Limit: 1-3 specific goals
- ☐ Build agenda, plan for others to talk
- ☐ Start with a pre-meeting icebreaker
- ☐ Assign roles: Actions, Social, Tech, Time
- ☐ Pick the platform
- ☐ Coordinate the day/time



## 6 FOLLOW UP

- ☐ Update dashboards, task trackers
- ☐ Archive meeting recording
- ☐ Share minutes/notes
- ☐ Get feedback on meeting quality
- ☐ Start planning the next meeting



## 2 ANNOUNCE

- ☐ Meeting purpose and outcome
- ☐ Date/Time/Time Zone
- ☐ Platform to be used, access codes
- ☐ List of participants and roles
- ☐ Agenda with speaking parts highlighted
- ☐ RSVP Requirements
- ☐ Deadline for dashboard updates
- ☐ Attach Meeting protocol rules



## 5 RUN THE MEETING

- ☐ Start on time / press "record"
- ☐ Review meeting goals
- ☐ Introduce new people
- ☐ Make protocol reminders
- ☐ Watch time, stay on track
- ☐ Track participation, engage everyone
- ☐ Play Master of Ceremonies
- ☐ Capture Action Items
- ☐ Wrap up: Goal, Action Items, next meeting



## 3 TEST THE SETUP

- ☐ Location: distraction free, good WIFI
- ☐ Setting: uncluttered, professional
- ☐ Lighting: face well lit
- ☐ Camera position: eye-level
- ☐ Run a practice session
- ☐ Audio: check levels, master mute controls
- ☐ Visual: practice screen sharing, slide controls



## 4 PRE-MEETING

- ☐ Check RSVPs
- ☐ Check shared tools, files, have backups
- ☐ Agenda and participant list on hand
- ☐ Check audio/video 15 min prior
- ☐ Mute distractions: phone, audio
- ☐ Turn off unneeded programs
- ☐ Conduct ice-breaker / track sign-ons

