

Preparation Checklist

- ☐ Decide the meeting's purpose.*
- ☐ Define the meeting's products.*
- ☐ Confirm that the meeting is necessary.*
- ☐ Select the participants.*
- ☐ Identify probable issues.*
- ☐ Develop the process (agenda).*
- ☐ Choose the virtual platform.*
- ☐ Determine key methods and timings.
- ☐ Determine meeting rooms, date, and time.*
- ☐ Develop and distribute the meeting notice.*
- ☐ Hold preliminary discussions beforehand, as needed.
- ☐ Prepare the virtual meeting room.*
- ☐ Select your ground rules.
- ☐ Prepare your roll call list of participants.
- ☐ Prepare your opening words.

* = Recommended for all meetings

