Starting Checklist

Leadership Strategies	www.thevirtualmeetingsbook.com	Fairling States Provide States
		Michael Walkans and Edited States to Magine - The Fail Michael CLUC Control Virginal - Michael Book
	* = Recommended for all m	eetings
Make introductions, if needed.		
Review the parking boards.		
Review the ground rules.		
Confirm the agenda.*		
Engage the participants.		
Perform a roll call.*		
Deliver the opening, including p	urpose and products.*	
Start the meeting on time.		