

Virtual Meeting Notice Template

[Meeting Name]

Date - Gather: [Time] - End: [Time]

Be sure to access the link about 10 minutes before the start of the meeting.

Use the following link for the meeting: _____

If this will be your first time using the virtual meeting platform, please try the link at least twenty-four hours in advance to ensure there are no technical problems. If you need assistance before or during the meeting, contact our moderator: *[moderator name, telephone, email]*.

Meeting's Purpose

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Expected Products

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Proposed Agenda

[Time] Gather

[Time] Start

A. Getting starting

B. [Agenda item]

C. [Agenda item]

D. [Agenda item]

E. [Agenda item]

F. Review and next steps

G. Evaluation and Close

[Time] End

Invited Attendees

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In Advance

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Bring to the Meeting

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