



Mastering Virtual Meetings

A Comprehensive Checklist for Success

BEFORE THE MEETING

<input type="checkbox"/>	Define clear objectives	Before drafting the meeting invite, ensure there's a clear purpose or goal.
<input type="checkbox"/>	Prepare an agenda	Create a detailed agenda, including the topics to be discussed, the topic sequence, and the time allocated for each. Send the agenda to all participants, or attach the agenda to the meeting invite, 24 hours before the meeting.
<input type="checkbox"/>	Choose the right technology	Choose a reliable video conferencing platform such as Zoom, Skype, or Microsoft Teams. Ensure all participants are comfortable using the chosen technology.
<input type="checkbox"/>	Test the technology	Before the meeting, ensure your internet connection, camera, and microphone are working correctly. Encourage participants to do the same.
<input type="checkbox"/>	Prepare materials	If there are any presentations or documents to be discussed, prepare them in advance and consider sending them out beforehand for attendees to review.

DURING THE MEETING

<input type="checkbox"/>	Start with an icebreaker	Start the meeting with a brief, friendly conversation or an icebreaker activity to make participants feel comfortable and encourage interaction.
<input type="checkbox"/>	Encourage camera usage	Encourage all participants to use their cameras. Studies show that meetings are generally more effective when participants can visually connect with one another.
<input type="checkbox"/>	Appoint a Facilitator and Tech Support	Assign one person to lead the discussion and keep the meeting on track (Facilitator). Appoint another person to handle any technical issues (Tech Support). This keeps the meeting focused and minimizes disruptions.
<input type="checkbox"/>	Establish meeting norms	At the beginning of the meeting, set some meeting norms such as one person speaking at a time, muting when not speaking, staying engaged, etc.
<input type="checkbox"/>	Establish meeting norms	Use features like 'Raise Hand', polls, whiteboard, or Q&A to engage participants and gather feedback.
<input type="checkbox"/>	Monitor the chat	Keep an eye on the chat box for questions, comments, or technical issues that attendees may have.
<input type="checkbox"/>	Actively involve participants	Regularly invite comments, questions, or inputs from participants to maintain engagement.
<input type="checkbox"/>	Limit presentation length	If there's a presentation, keep it brief. Prioritize discussion and conversation.
<input type="checkbox"/>	Appoint a jester	This person would have the authority to tell people when they are monopolizing conversations or drifting off-topic, helping keep the meeting on track.

AFTER THE MEETING

<input type="checkbox"/>	Summarize and assign next steps	At the end of the meeting, summarize the main points, decisions made, and assign tasks with clear deadlines.
<input type="checkbox"/>	Follow-up	Send a follow-up communication to all participants summarizing the meeting, the tasks assigned, and their deadlines.
<input type="checkbox"/>	Ask for feedback	Regularly seek feedback on how to improve future meetings.