



## **VIRTUAL MEETING CHECKLIST**

### **Things To Do Before, During and After a Virtual Meeting**

Meetings can involve several steps, so it is easy to overlook some things. This Checklist is a useful way to make sure you have covered everything:

- Create meeting Link
- Advertise/Publicize the meeting
- Prepare Agenda
- Arrange with Guest Speakers if included in Agenda
- Identify key members you need at the meeting (someone to take minutes, etc.)
- Verify that key members will attend (someone to take minutes, etc.)
- Verify Guest Speaker can attend meeting and has meeting link
- Invite guests to the meeting and include day/time and meeting link
- Prepare digital link of required materials (sign-in sheet, volunteer sheet, etc.)
- Prepare digital link to handouts if included in agenda
- Open Meeting early and place links in chat for easy access during meeting
- Follow up with meeting attendees
- Follow up on action items from the meeting
- Prepare and distribute meeting minutes/notes with Local/Council etc.

For more information on running virtual meetings please see the Virtual Meetings document by clicking [HERE](#).

Virtual Meeting Checklist – Updated March 2021  
[www.carpenters.org/regional-committee-resources](http://www.carpenters.org/regional-committee-resources)