

Distance Meeting Preparation List
How
Modality: _____ (Zoom, phone, Google, etc.)
Contact link or phone number: _____
When
Date: _____ Time: _____ <i>*note start and share proposed start and end times so participants can plan accordingly</i>
<input type="checkbox"/> Meeting invitation sent <input type="checkbox"/> Participants have the link/phone number
What
Meeting Purpose: _____
Proposed agenda Items:
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
Who do I want to check with for input to this list? _____
Who
Required participants: _____
Preferred participants: _____
Roles:
<input type="checkbox"/> Notetaker _____
<input type="checkbox"/> Facilitator _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____

