SHACKLETON GROUP

Effective virtual meetings have several key characteristics when responsible parties exercise the necessary discipline to ensure successful execution. The Facilitator's Guide to Virtual Meetings below identifies tasks that should be considered during three distinct phases: *before*, *during* and *after* the meeting. Utilizing this checklist will significantly improve your meetings' productivity, efficiency, and sense of accomplishment by the attendees.

ALL of these checklist items apply to YOUR meeting to some degree.

Before

☐ Clearly define the Purpose and Objectives of the meeting…for EVERY meeting.
*The Purpose is **why** you're having the meeting, and the Objectives are those things you need to do during the meeting to achieve the Purpose.*
☐ Use the Purpose & Objectives to build a realistic agenda and appropriate read ahead documents that account for accomplishment of each objective. ***See attached template below***.
☐ Define AND limit attendees to only those who need to be there ***based on the Purpose & Objectives***.
☐ Develop a plan for how to accomplish the objectives during the meeting, e.g. PowerPoint, Brief Documents, etc.
☐ Identify and develop tools necessary to support information capture during meeting, e.g. spread sheets,
☐ templates, slides, etc. Identify and test virtual technology to be used, e.g. GoToMeeting, Microsoft Teams,
☐ Zoom, etc.
☐ Instruct participants well ahead of time to test virtual technology to
☐ be used. Identify conference line (if needed).
☐ Define expectations and Rules of Engagement (ROE) for the meeting.
☐ Identify a "scribe" to capture notes, develop minutes, document action items and
☐ decisions. Coordinate logistics: date, time, link to technology, passcodes, etc.
☐ Publish/disseminate the agenda and read ahead materials to all attendees.

During

☐ Be early to get set up and signed in to greet
☐ participants START ON TIME!
☐ Present Virtual Checklist and take roll
☐ Present the Purpose & Objectives. Set expectations and accountability with ROE and be very clear on what you intend to accomplish.
☐ Facilitate to the objectives following your plan. The agenda is only a guide to help achieve the objectives, but the priority must be to achieve the objectives.
☐ Have scribe use a "Parking Lot" to capture off topic discussions so you can stick to the plan.
☐ Stay organized. Execute your plan and know where you are at all times so you can deviate if necessary and return to the plan as required.
☐ Before closing, review what has been accomplished, and define next steps, action items and expectations for after the meeting.
Include resolution plan for incomplete objectives and Parking Lot items.
☐ Ask for input on improvements for the next virtual meeting. What worked? What do we need to do better, or
☐ differently? END ON TIME!

After

☐ Collect and organize all information captured during the
☐ meeting. Extract action items and decisions from the notes.
☐ Assemble all information from the meeting into minutes.
Purpose and objectives, agenda, attendees, and a comprehensive reflection of the events and discussions. The most important components in the minutes are actions that will be taken, and the agreements made...not just a summary of the events.
☐ Deliver minutes for review/approval
☐ Disseminate minutes. Use the Communication Compass to distribute information as necessary up and down the chain of command and sideways to peers.

Agenda Template

Purpose

Insert the purpose of the meeting

Objectives

- Insert objective you intend to accomplish
- Insert objective you intend to accomplish
- Insert objective you intend to accomplish

Attendees

List attendees' names here including the facilitator

Date & Time

Insert date and time of the meeting

Technology & Dial-in information (as required)

Insert technology links, dial-in number, and passcode, etc.

Insert location of the meeting if applicable

Insert address of physical meeting space if some participants will be attending from same location

Notes

Include anything of importance the attendees may need to know, e.g. accessing read ahead information.

Agenda Sample

0800-0810	Welcome & Introductions	Team Lead
0810-0815	Review Purpose, Objectives & Agenda	Team Lead/Facilitator
0815-0915	Insert agenda item	Speaker
0915-0930	Include planned breaks/Lunch as needed	All
0930-0945	Next steps	Team Lead/Facilitator
0945-1000	Review & Closing	Team Lead