VIRTUAL MEETING CHECKLIST

1. Roll call, introductions and communications check
2. Review tech tips for applicable media
3. Review ROE
   a. Minimize/eliminate environmental distractions
   b. ID yourself when speaking
   c. Position yourself so others can hear you clearly
   d. Use the same manners as you would face-to-face
   e. No sidebars
   f. Use descriptive terminology and available technology
4. State purpose, objectives and expected outcomes