

Virtual Meeting Facilitation Checklist

Directions: Think of a typical meeting and check whether you perform the following tasks or not.

1. Before the meeting:	Yes	No
• I select the right technology tools to best support different kinds of virtual meetings.	<input type="checkbox"/>	<input type="checkbox"/>
• If visuals are used, I ensure that everyone in the meeting has access to the images.	<input type="checkbox"/>	<input type="checkbox"/>
• I set ground rules for virtual meetings in advance.	<input type="checkbox"/>	<input type="checkbox"/>
• I break down meeting objectives.	<input type="checkbox"/>	<input type="checkbox"/>
• I use questions that will focus participant input.	<input type="checkbox"/>	<input type="checkbox"/>
• I send out an agenda with the outcome I want to accomplish before the meeting.	<input type="checkbox"/>	<input type="checkbox"/>
• I arrive early to test any technology tools before the meeting begins.	<input type="checkbox"/>	<input type="checkbox"/>
• When scheduling the meeting, I use a time zone converter to make sure that the time is reasonable for all attendees.	<input type="checkbox"/>	<input type="checkbox"/>
• When the meeting is recurring, I rotate any personal time sacrifices among the team members.	<input type="checkbox"/>	<input type="checkbox"/>
2. During the meeting:		
• I keep track of team member interaction and participation.	<input type="checkbox"/>	<input type="checkbox"/>
• I engage all attendees during the meeting, asking questions or holding "round robins" to encourage quieter people's participation.	<input type="checkbox"/>	<input type="checkbox"/>
• I test to see if silence is a sign of engagement or disengagement.	<input type="checkbox"/>	<input type="checkbox"/>
• I know how to build trust during virtual meetings.	<input type="checkbox"/>	<input type="checkbox"/>
• I stay on track with the agenda, and keep the meeting focused and timely.	<input type="checkbox"/>	<input type="checkbox"/>
• I regularly pause the meeting to give everyone a chance to ask questions or input ideas.	<input type="checkbox"/>	<input type="checkbox"/>
• I summarize meeting conclusions and actions and make sure that someone is accountable for them.	<input type="checkbox"/>	<input type="checkbox"/>
3. After the meeting:		
• I post summaries in a shared site or email them to all team members.	<input type="checkbox"/>	<input type="checkbox"/>
• I monitor actions taken.	<input type="checkbox"/>	<input type="checkbox"/>
• I make sure assignments and next steps are clear.	<input type="checkbox"/>	<input type="checkbox"/>