

VIRTUAL MEETING PREPAREDNESS CHECKLIST

I confirm that before every virtual meeting, I ensure the following:

TECHNICAL SETUP

- ☒ Internet connection is stable
- ☒ Microphone is working and on mute upon entry
- ☒ Camera is working and positioned at eye level
- ☒ Required software (Teams, Zoom) is open and updated
- ☒ Relevant documents or presentations are open and ready to share

MEETING ENGAGEMENT

- ☒ I have reviewed the agenda and prepared contributions
- ☒ I join the meeting 2-3 minutes early
- ☒ I am prepared to take notes if necessary
- ☒ I am focused on the meeting without distractions (e.g., email, phone)