Checklist

RStudio

01/18/2022

On this page

Inclusive Meeting Toolkit Preface

This is created using Quarto! To learn more about Quarto books visit https://quarto.org/docs/books.

It's important to have inclusive meetings, because everyone should be able to participate and inclusive meetings are effective meetings.

In this toolkit there are resources you can use for meeting planning, facilitation and follow up.

Ideas and feedback welcome in the github repository.

1 Introduction

This is a book created from markdown and executable code.

Here's more informations

See Knuth (1984) for additional discussion of literate programming.

```
1 + 1
```

```
[1] 2
```

2 Checklist

This is a checklist you can review when planning a virtual meeting.

- Calendar invitation with meeting link and link to agenda

- Agenda

- Facilitator identified

- Facilitation approach identified

References

Knuth, Donald E. 1984. "Literate Programming." *Comput. J.* 27 (2): 97–111. https://doi.org/10.1093/comjnl/27.2.97.