Virtual Meeting

1. Establish why you want to meet - desired outcomes
2. Select your method
3. Build agenda based on outcomes and methodology
4. Invite and prepare attendees
5. Facilitator preparation
6. Engagement
7. Transfer of knowledge
Virtual Meetings Worksheet

One thing I hope to get out of this meeting today is

My next Virtual Meeting details:

Date ________________________________
Platform ____________________________________________
Audience ____________________________________________
Purpose ____________________________________________

How will you structure the agenda?

How will you think outside of the box?

Resources:
Zoom: http://zoom.us
Bluejeans: www.bluejeans.com
Go to Meeting: www.gotomeeting.com/Free-Trial
Microsoft Teams: teams.microsoft.com/start
Facetime: on your apple device
Skype: https://www.skype.com/en/
Google Hangout: https://gsuite.google.com/products/meet/