

**Virtual Team Meeting Checklist (enter date)**

Action	Timing	Status
Send request out for topic suggestions	7 biz days before call	
Assign call facilitators (moderator, greeter, time mgr. and task master)		
Schedule a call with facilitators to review responsibilities		
Create and send agenda to participants	5 biz days before call	
Add the agenda topics to the WebEx call template participants		
Follow up with participants with assigned tasks (3 days before call)	3 days before call	
Create meeting visuals, prepare slides	3 days before call	
Follow up with presenters – are they ready? Presentations?		
Create WebEx polls	2 days before call	
HOLD Conference Call		
Update meeting note template and send out recorded call to be transcribed		
Edit meeting notes and distribute final copies to participants	6 days after	
Create and print new checklist for next call		