

# Virtual board meeting checklist

Meeting title:

Date:

## Pre-meeting

- Set the meeting time and date, accounting for time zones.
- Create a detailed agenda with topics and objectives.
- Allocate time per item.
- Assign items to attendees.
- Share the meeting agenda and documents centrally at least 1 week before.
- Send reminder to participants to pre-read documentation.
- Ensure familiarity with the chosen video conferencing software and other digital tools.
- Provide guidance for accessing the meeting in advance.
- Establish meeting protocols e.g. Camera use, raising hands, muting, and sticking to time limits.



## During meeting

- Disable notifications and non-essential programs to minimize distractions.
- Remind participants of ground rules e.g. cameras on.
- Appoint a timekeeper to prevent agenda overruns.
- Keep attendees engaged with interactive activities
- Encourage input from all participants.
- Consider using virtual whiteboard tools for collaboration and idea visualization.
- Incorporate short, scheduled breaks to prevent fatigue.
- Decision making - Utilize board management software with live polling feature.



## Post-meeting

- Confirm that the meeting was held electronically in the meeting minutes.
- Compile and distribute meeting minutes promptly.
- Gather feedback from board members to improve future meetings.
- Ensure timely collection of e-signatures and additional materials, facilitated by board management software.
- Monitor action items and their timelines using project management/collaboration tools.
- Plan for the next meeting, incorporating feedback and lessons learned.

