

Online-Meeting Checklist



Must-Have ✓

- One clear **goal**:

- **Smaller action steps** to achieve it:
 1. ----
 2. ----
 3. ----
- **Bigger picture** it contributes to;

- **Check-in:** (min 1st option)
 - Mood Expectations Safe space for sharing
- **Check-out:** (min 1st option)
 - Mood Takeaways What did they like?
- **Smaller working groups**
- **Phase change** every < 20 min,
incl. **interaction**
- **Break** every 45-60 minutes
- Digital tools tested in advance

For a Super-Meeting ☆

- Everyone plays an **active role**
- **Expectations:** Before Check-In
- **Audience interaction tool / collaborative doc.**
- **Storytelling:** Content Narrative
- **Progress** towards the goal is **visualised**
- **Competition / collaboration** included
- **Visual aids:**
 - Video Open Badges Design Elements
- **Reward** at the end
- *Different meeting for a different goal*

Phase	Notes (goal / process / method)	Duration

Outline of the **Agenda**