Videoconference (pre)meeting checklist

__Time/date sent out in advance with time zone highlighted

__Agenda sent out early enough for additions

__ Revised agenda and meeting reminder sent out

__Attendees advised of software requirements in advance

__Videoconferencing software updated in advance

__Checked for latest security updates

__Meeting links and passwords distributed

__Software and hardware tested

__Technical staff checks of any on-site meeting room equipment

__Staff member assigned to keep track of chats, notes etc. if needed

__Contact info for technical staff available at fingertip in case of problems/glitches

__Meeting materials such as slides, videos, etc. organized in advance

__List of attendees, titles and affiliations distributed in advance (with photo and personal
        URLS if available) and handy for your personal viewing/use during meeting

__'Dress rehearsal' of hardware and software performed

__Desktops cleared/neatened up

__Family members (if working at home) advised of meeting

__Pets and children attended to

__Water (and snacks) within reach but computer safe from spills

__Appropriate backdrop in place and checked (either computerized or bookshelf etc)

__Attendees advised in advanced and approval sought for any recording

__Slide presentations, online document editors, etc. organized on computer

__Backup plans prepared and in place

__Cell phone or other technology not in use turned off or silenced

__Alarms set (potentially on vibrate) to ensure meeting does not run over

__Hair combed, any makeup touched up