

Leading Virtual Meetings

Tip #1: Plan Ahead

- x Learn about the platform and tools - as the host/leader, people will look to you for help ([Zoom](#), [Blackboard Collaborate](#), [Microsoft Teams](#))
- x Provide clear instructions for joining a meeting - including background information (e.g. [Team Check-In Agenda Template](#),

[Agenda Template](#))

[Project Check-In](#)