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Virtual Meeting Checklist

Like any meeting, a virtual meeting should be well planned and engaging for all those who attend. Unfortunately, most who take part in frequent virtual meetings don't often find that is the case.

From conference calls that are difficult to hear to videoconferences with poor quality and too many or extremely dull visuals, virtual meetings can be even less effective and more of a time-waster than face-to-face meetings.

By ensuring your meeting is planned effectively and then following specific steps for getting everyone around the virtual table, you can make your next conference call or videoconference efficient and stimulating for everyone involved.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- VirtualMeetingChecklist.pdf