



# Virtual Meetings- End of Meeting

Item	Description	Complete
Agreements	1.What agreements have been made. Make sure to summarize these and let people know how you will follow up on these agreements. .	
Accountabilities	Who is going to do what? By When? Creating a plan for when you will check in on follow-up items	
Reflect on the Process	Reflecting on how the timing went. What adjustments need to be made for future meetings? Were there any technical issues faced? Accessibility issues? Challenges faced by different participants.	
Parking Lot	Identifying what needs to happen with parking lot items. Over time, if parking lot issues are left without being addressed, it can start to erode trust in the process of meetings and follow up. Make sure you agree as a group what needs to happen with parking lot items.	
Scheduling	<b>Scheduling your next call</b>	
Thanks and Close out	Thanking people for their time, and especially acknowledging those who might have had to dial in at difficult times of the day.	
Check your technology	Double check that you have sent out the right bridge line with access codes and/or that your meeting links work and are set for the right time!	
Other		