

## PURPOSE

What is the purpose of meeting together?

## PREPARING AN ONLINE MEETING

## DESIRED OUTCOMES

**Tangible**  
(eg. decisions made, next steps identified)

**Intangible outcomes**  
(eg. shared clarity and commitment, feeling connected)

## DIGITAL PLATFORM(S)

Which digital platform(s) is most appropriate for your meeting?

## MEETING ACTIVITIES

What is the meeting agenda?

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Which activities or methods can you use to invite participation?

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Who is participating in the meeting?

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Who is facilitating?

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Who will take notes?

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