

Type 1 Virtual Meetings Checklist

Committee: _____ Date: _____ Time: _____

Allow online registration? Yes Broadcast live? _____ Will the meeting be livestreamed? Yes

Zoom Meeting URL: _____

Meeting Phone Number: (877) 853-5257 (Toll Free) Meeting ID (from Zoom): _____

Before the Meeting

- Create the meeting in **Legistar**
- Create the meeting in the **Meeting Schedule**
- Send your meeting date and time to meetingsupport@cityofmadison.com
The Media Team will send Zoom meeting information and broadcast details.
- Add the Zoom Meeting link, and Zoom Meeting ID to **Meeting Schedule**
- Create the Agenda, including virtual meeting header
- Create the Agenda Cross-Reference List and Agenda Item Description
- Add the Agenda, Agenda Item Description, and Cross-Reference List to **Meeting Schedule**
- Send any public comment emails to all committee members
- Email the Staff Panelist List to meetingsupport@cityofmadison.com

After the Meeting

- Export the full **Registration Report** as a PDF and attach to the Public Comment Legistar File for that meeting.
- Create Minutes in **Legistar**
- Copy and paste a link to the meeting recording to the **Media** field in Legistar
After the minutes are approved, add link to the minutes in **Meeting Schedule**