

Type 2 Virtual Meetings Checklist

Committee: _____ Date: _____ Time: _____

Allow online registration? Yes Broadcast live? No Will the meeting be livestreamed? No

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**
- Create the meeting in **Outlook**
- Create the meeting in **Zoom**
- Add the Zoom Meeting link, and Zoom Meeting ID to the **Outlook** invitation
- 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**
- Add the Agenda to the **Outlook** invitation
- Send any public comment emails to all committee members

During the Meeting

- Start meeting 30 minutes early
- Check Security Panel and verify Allow Participants To: Share Screen, Unmute Themselves, Rename Themselves are all unchecked
- Make chair and clerk co-hosts
- Export Registration Report and share with chair and clerk
- Rename to naming convention (_Name; Staff - Name)
- Allow people in from Waiting Room
- Start Recording (if recording) just before Call to Order
- Read directions during announcements (Powerpoint bullet point list available)
- Find and permit public to speak
- Mute public when they are done
- End meeting for all participants

After the Meeting

- Download the **Registration Report** as a PDF
- Create Minutes in **Legistar**, and attach the Registration Report
- Copy and paste a link to the meeting recording to the **Media** field in Legistar, if applicable
- After the minutes are approved, add link to the minutes in **Meeting Schedule**