Day of Checklist

- ☐ Join 30 minutes before the call to prepare the technology.
- ☐ Ensure your Skype or Teams is on do not disturb so you do not get distracted by pop-ups
- ☐ Confirm with your audience if audio quality is good and if they can see your screen
- ☐ If you are recording the meeting, use this script as a disclaimer
  "Before we get started with the meeting, I would like to obtain your permission
  to record this call for quality and training purposes. Does anyone object to the call being recorded?
- ☐ Close the call
- ☐ Note any questions for future reference.
- ☐