

DIGITAL NOMAD ONLINE MEETING

checklist

Make your call a success!

- Find a common time that's good for all attendees.
- Send invitations with the date and time.
- Confirm attendance.
- Prepare and share an agenda beforehand.
- Find a quiet, distraction free area.
- Ensure that your internet connection is good.
- Start the meeting on time.
- Assign someone to take notes.
- Record meeting if needed.
- Mute your microphone when not talking.
- Run through the agenda.
- Create actionable points and target dates.
- Make sure everyone's given a chance to speak.
- Recap agreements to make sure everyone's on board.
- Share link to the recording or your minutes to all attendees.

