

Virtual L10 Meeting Checklist

Before the Meeting:

- ☐ Send calendar invite with video link
- ☐ Share agenda 24 hours in advance
- ☐ Update scorecard numbers
- ☐ Prepare issues list
- ☐ Test technology/internet connection

During the Meeting:

- ☐ Start on time
- ☐ Keep cameras on
- ☐ Mute when not speaking
- ☐ Use screen sharing for agenda
- ☐ Take detailed notes
- ☐ Stick to time limits

After the Meeting:

- ☐ Send recap with new To-Dos
- ☐ Update tracking systems
- ☐ Schedule follow-up conversations if needed
- ☐ Prepare for next week's meeting



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