

# Attending a Meeting Well

## Meeting Checklist

Do your part in making this meeting productive and move things forward for the team / project

### When Meeting Invitation is Received

Accept / Decline / Delegate and add to your Calendar, if not already	<input type="checkbox"/>
Read the agenda - What else should be added to the agenda?	<input type="checkbox"/>
Schedule time to prepare for the meeting	<input type="checkbox"/>
Be part of any appropriate discussions that can happen before the meeting	<input type="checkbox"/>
	<input type="checkbox"/>

### Just Before the Meeting

Re-read the agenda and check the location and time of the meeting	<input type="checkbox"/>
Do you have everything you need to bring to or share with the meeting	<input type="checkbox"/>
If on-line meeting, test speakers / microphone / lighting	<input type="checkbox"/>
Check hair / makeup / Last minute coffee / toilet break	<input type="checkbox"/>
	<input type="checkbox"/>

### During the Meeting

Take notes	<input type="checkbox"/>
Assign tasks raised during meeting for yourself or others	<input type="checkbox"/>
	<input type="checkbox"/>

### After the Meeting

Schedule time to complete tasks assigned to you	<input type="checkbox"/>
Complete the tasks!	<input type="checkbox"/>
	<input type="checkbox"/>

### Meeting Keyboard Shortcuts (Desktop app or Web app)

There is a HUGE list on the Microsoft site. Here are some top favorites.

Toggle mute	Ctrl+Shift+M	M for <b>M</b> ute
Temporarily unmute	Ctrl+Spacebar	(hold these while you talk)
Toggle video	Ctrl+Shift+O	O for vide <b>O</b>
Raise or lower your hand	Ctrl+Shift+K	K for o <b>K</b>