

VIRTUAL MEETING AGENDA TEMPLATE

Location & Time:

Zoom (other other) Online Meeting Link:

Meeting Facilitator:

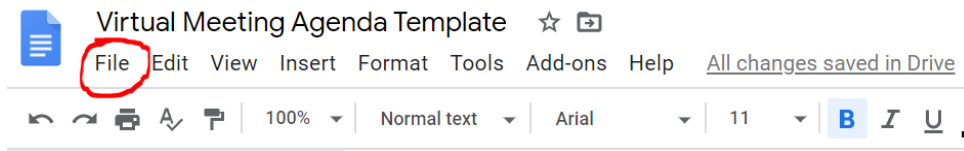
Scribe/Note-taker:

Time-Keeper / Tech Trouble-shooter:

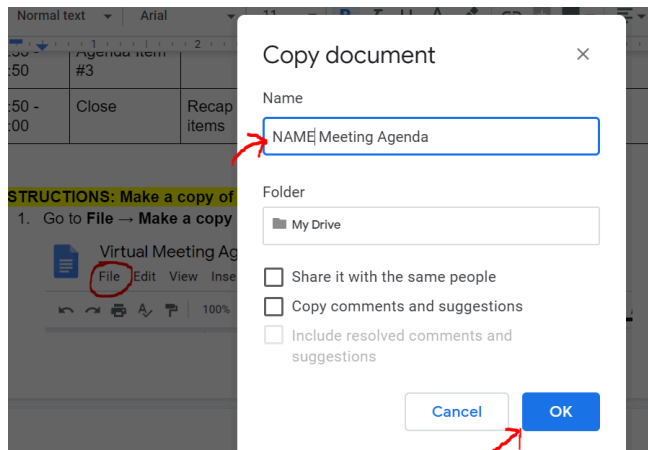
Time	Topic	Purpose	Notes
12:55 - 1:02	Do Now	Individual warm up while everyone is getting online	<i>Do Now: Write down 3 things you hope to get out of this meeting.</i> Article with "Do Now" ideas for K-12 Education
1:02 - 1:05	Welcome	Introduction to Meeting Purpose & Topics	Click here for how to create a hyperlink
1:05 - 1:20	Agenda Item #1		Click here for Liberating Structures Menu - To help make meeting discussions and activities more interactive and productive
1:20 - 1:35	Agenda Item #2		
1:35 - 1:50	Agenda Item #3		
1:50 - 2:00	Close	Recap & assign action items	<input type="checkbox"/> Action #1 <input type="checkbox"/> Action #2

INSTRUCTIONS: Make a copy of this document to edit for your own meeting

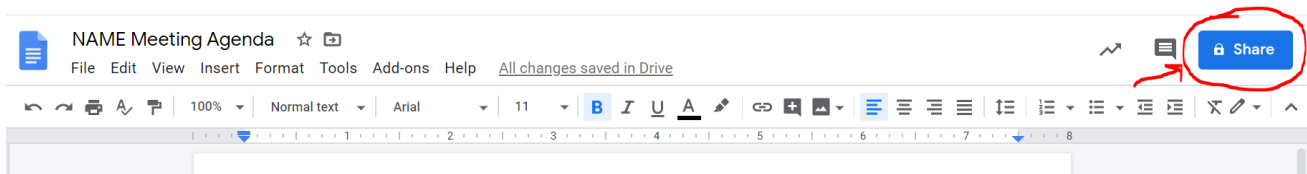
1. Go to **File** → **Make a copy**



2. Name your copy and hit **OK**



3. Click **Share** in the upper right corner to adjust the sharing permissions of the document

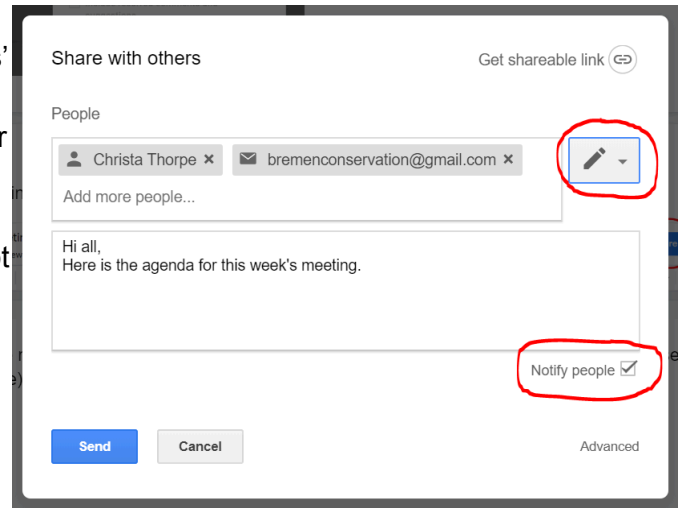


4. For a private meeting agenda, you may just send the agenda to specific email addresses (that use Google Drive) by entering the email addresses separated by commas.

Use the pull-down menu button next to the invitees' names to decide sharing permissions:

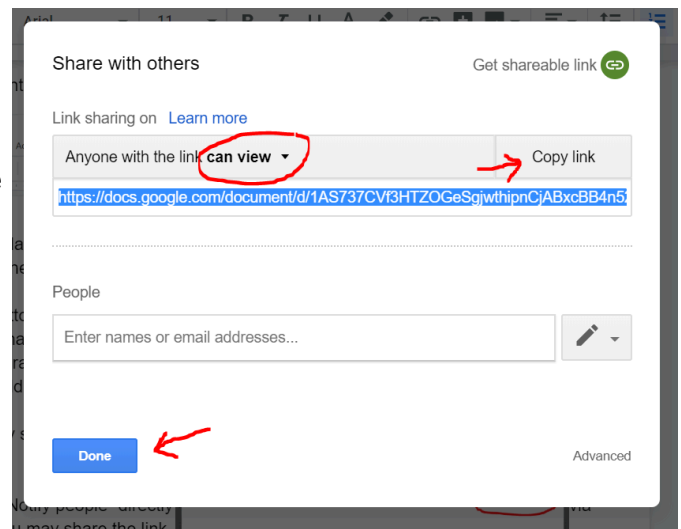
- "Can Edit" -- Collaborators can change your document or add their own notes.
- "Can Comment"
- "Can View" (can only see the document, not make changes)

You may check the box to "Notify people" directly via an email from Google, or you may share the link within your own email. See next.



5. To get a **link** of the agenda to send to participants via your own email, calendar invite, or other:

- Click on "Share" then "Get shareable link"
- To change the sharing settings, click on "Anyone with the link can view" and choose the best option for your purpose. You might need to select "More" to see more sharing options
- After you have set the permission level, click "Copy Link" then "Done"
- Paste the copied link into your email or invitation as a hyperlink or full link:



Hi everyone,

[Here](#) is the link to the agenda for our meeting:

https://docs.google.com/document/d/1AS737CVf3HTZOGESqjwthipnCjABxcBB4n52HiiU_xU/ed?usp=sharing