NOTE CATCHER FOR CUSTOMIZING CHECKLIST

Checklist Items	Points for Discussion/ Customization
Example: (From the checklist): Check that all necessary devices are working and set video conferencing platform functions (e.g., apply a passcode to join meeting, create waiting room, mute upon entry) to ensure security and confidentiality	**Customization to follow district procedures:** Submit tech request ticket 5-7 days prior to meeting for the technology department to set up a meeting space with all technical connections set.