LiveOnline@UT (Zoom)
Meeting Checklist

LiveOnline@UT (Zoom) is the UT branded name for the Zoom application. Zoom, a cloud-based technology, allows faculty, staff and students to have high-quality interaction in real time from their computers and mobile devices.

The following tips may be useful as you begin preparations for your online meeting. If you have any questions regarding the application, please contact the OIT Helpdesk at (865) 974-9900.

In preparation for your meeting:

- Test all equipment and preview content materials prior to the meeting. This includes audio (microphone), video (webcam), and content materials such as documents and media files.
- Assemble all content items into a folder on the desktop or another location that is easy to access.
- Be sure to share the meeting information with your participants. Send an email with the meeting details to all attendees, or post the meeting information in an Online@UT (Blackboard Learn) course site.

Online Meeting Checklist:

Please consider the following items a list of core competencies for meeting leaders. The items include scenarios for fostering engagement in the meeting.

☐ Engage your microphone and webcam (if applicable).
☐ Greet meeting attendees as they arrive and post a Chat message welcoming meeting participants.
☐ Select Record if you wish to record the meeting.
☐ Review the communication expectations for meeting participants.
☐ Discuss the meeting’s agenda. Consider break times for longer meetings.
☐ Advise meeting participants regarding the availability of the meeting recording.
☐ Vary the use of online meeting tools and diversify content items.
☐ Verbally narrate the transitions between activities for meeting attendees. For example, “Now that we’ve discussed this concept in our documentation, let’s examine a case study online. One moment as I navigate to the site.”
☐ Foster engagement by inviting participants to annotate the Share Screen.
☐ Pause and request feedback from time to time from meeting participants.
☐ Near the close of the meeting, announce or display the date/time for the next meeting.
☐ At the end of the meeting, stop the recording and select the option to End Meeting for All on the leader’s toolbar.