



Virtual Project Meeting Checklists

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The tools in this document are designed to assist 4-H project leaders with real-time virtual project meetings. Included are checklists to assist with virtual project meeting planning, implementation, and follow-up.

Checklist: Before the Project Meeting (Planning)

#	X	Item
1		- Before scheduling and planning your meeting, read the Virtual Meeting Guidance for 4-H Adult Volunteers .
2		- Select a platform to hold your virtual meeting and set it up. Zoom is the platform recommended by UC 4-H for real-time meetings. - If using Zoom, contact your Club Leader or UCCE 4-H Office for temporary access to a Zoom Pro account.
3		- Familiarize yourself with the platform which you have chosen for your meeting. Ensure that you know how to do the following: - Mute participants - Remove uninvited individuals - Share your screen and stop sharing your screen - Disable the private chat settings
4		- Arrange for another 4-H Adult Volunteer to be present during the project meeting (if another 4-H Adult Volunteer cannot be present, another adult at least 21 years old or staff must participate).
5		- Notify your project members of the meeting date and time. Give them adequate notice. - Give your project members the meeting login information. - Do not share the meeting login information on social media or publicly.
6		- Plan the meeting content. Have a structure in place for the meeting. - Ensure the meeting contains engaging activities which allow for youth participation, not merely listening or viewing content.
7		- Have ready all questions, documents, slideshows, links, and videos which you plan to share on-screen with your participants.
8		- Be prepared to remove uninvited individuals.

Checklist: During the Project Meeting (Implementation)

#	X	Item
1		- Welcome participants and conduct introductions if needed.
2		- Throughout the meeting, speak clearly and be patient.
3		- Encourage participants to use video. - Conduct an audio check to ensure that all participants can be heard.
4		- Take attendance.
5		- If using Zoom, rename participants which are not labelled correctly to more easily identify people. Use only first names.
6		- Stay aware of the participants and be prepared to remove uninvited individuals.
7		- Ask questions to help facilitate engagement from the youth participants. Allow youth to ask questions and be involved.
8		- Wrap up the meeting by asking participants what went well with the virtual meeting and what could be done to improve future meetings.
9		- Allow time afterwards for informal chatting and socialization.

Checklist: After the Project Meeting (Follow-up)

#	X	Item
1		- Review your attendance roster. Check-in with youth who did not attend and given them any important information they missed.
2		- Send an email or follow-up communication to project members. - Remind members of any assignments or tasks which were given.
3		- Make a list of things to change for the next virtual project meeting.
4		- Begin planning next meeting.

Additional Resources for 4-H Virtual Project Meetings

Virtual Meeting Guidance for 4-H Adult Volunteers. Retrieved from <https://ucanr.edu/sites/UC4-H/files/324048.pdf>

Presentation - How to Lead a Virtual 4-H Meeting. Retrieved from <https://ucanr.edu/sites/ca4H/files/324960.pdf>

ZORMS (Zoom meeting norms). Retrieved from <https://ucanr.edu/sites/ca4H/files/324685.pdf>

Fact Sheet: Integrating Experiential Education into Online Learning. Retrieved from <https://ucanr.edu/sites/UC4-H/files/325668.pdf>

Fact Sheet: Promoting Positive Youth Development in Online Learning. Retrieved from <https://ucanr.edu/sites/UC4-H/files/325669.pdf>

Fact Sheet: Practices for Out-of-School Time Online Learning. Retrieved from <https://ucanr.edu/sites/UC4-H/files/325670.pdf>

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