



Family Council Virtual Meeting Preparation Checklist

- ☐ Set a date & time for your virtual meeting
- ☐ Notify Council members
 - ☐ Send invitation link by e-mail
 - ☐ Share details on Facebook
 - ☐ Post details on LTCH website
- ☐ Ask Council members for input on the agenda
 - ☐ Set a deadline for sharing ideas
- ☐ Create an agenda for the Meeting
- ☐ Share the Agenda with Council members
- ☐ Ask Members sign up for the meeting
- ☐ Create an FAQ sheet
 - ☐ Include step-by-step details to download the meeting platform
 - ☐ Include step-by-step instructions to log-in
 - ☐ Include the contact information for the person providing technical support



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- ☐ Make a list of anticipated challenges
 - ☐ Challenging behaviours
 - ☐ Challenges with technology
- ☐ For each challenge, write down what you will do to address each challenge
 - ☐ Use the If - Then resource to help you plan what you can do when potential challenges come up
- ☐ Recruit a team to help you during the meeting
 - ☐ Find someone to be the Timekeeper
 - ☐ Ask someone to be the Note taker
 - ☐ Get someone to serve as Tech Support
- ☐ Schedule a practice "dry run" with your meeting team
- ☐ After the meeting make a list of what went well & how to improve your next meeting

