



**Meeting
Run Sheet
Template**

Network:

Meeting date and time:

Time	Item
	Coordinator/facilitator log in, check camera and headset/sound is working
	Meeting open, Welcome members as they join
	Acknowledgement of Country
	Get started – Welcome to our online network meeting.
	Housekeeping: <ul style="list-style-type: none"> • Interact with each other via the chat box. As a courtesy to other participants, please keep your comments on topic. • Use the hand icon or raise your hand if you would like to ask a question. • Take the lead from the facilitator • Mute your mic to avoid background noise
	Welcome speaker/introduce topic
	Questions/ Discussion/ Break out rooms
	Wrap up and next meeting discussion – set a topic or date
	Finish – thank you and good evening

