|  |  |  |
| --- | --- | --- |
|  | **Checklist Item** | **Who is responsible** |
|  | Camera(s) |  |
|  | Microphone(s) |  |
|  | Speaker(s) |  |
|  | Monitor(s) |  |
|  | Laptop(s) |  |
|  | Docking Station/Hub |  |
|  | Cables |  |
|  | Extension cords/power strips |  |
|  | Spare batteries |  |
|  | Audio/video adapters |  |
|  | Wi-Fi password obtained for meeting location |  |
|  | Meeting link forwarded to remote participants |  |
|  | Web Host assigned |  |
|  | Chat Monitor assigned |  |
|  |  |  |

# Hybrid Meeting Checklist