



#ForHerDigitalWorld

Online Meeting Template

Month/Day/Year



Time:
Location:
Duration:

Leaders/Facilitators:
Meeting Host:
Number of Attendees Expected:

Theme of the Meeting: _____

Learning objectives: With this online meeting, members will:

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Activity 1: Check-in

Everyone shares how they are feeling or answers a fun question.

Activity 2: _____ (approx. ____ min)

Break time/ Stretching: (approx. 10 min):

Activity 3: _____ (approx. ____ min)

Activity 4: Check-out and reminders (approx. 10 min)

Finish the meeting on a positive note, ask if anyone wants to share what they are looking forward to and share reminders for the next meeting.