



[Meeting Title]

[Month Day, Year]
[Time]

Example Meeting Link: Join the meeting via Microsoft Teams

Meeting ID: Passcode:

Call: +1 Conference ID: #

Visit the meeting webpage for meeting materials and additional information.

This meeting may be recorded for internal use only to assure the accuracy of meeting notes. To turn on closed captioning, click on the three ellipses (More actions), then click on “Turn on live captions” (preview). To request accommodations, please contact [Name] at [email].

Please read the following information carefully, as our meeting policies have changed:

- All meeting attendees' cameras and microphones will be muted at the start of the meeting.
- To request access to the microphone and camera, all meeting participants will be required to use the raised hand feature on Teams. Once access has been granted by the meeting organizer, you will then be allowed to unmute your mic and turn on your camera. Unless instructed otherwise, once a participant has microphone or camera access, they will have this permission for the remainder of the meeting.
- Access to chat will be provided as well. Should it be necessary, the Q&A feature on Teams will be utilized to field participant questions.

Compromised Meeting Plan: If the meeting's privacy is compromised, the meeting staffer and coordinator will send an email to all Members, alternates, staffers, coordinators, and interested parties. Within the email, you will find a new meeting link, instructions on sharing this information with external partners, and any necessary adjustments to the meeting schedule. Please do NOT share this information publicly or post it to the Chesapeakebay.net webpage.

Purpose: [A short description of your meeting’s goals, primary discussion topics, decisional items, and anticipated accomplishments.]

Agenda

- I. [Item 1] (0:00 – 0:00)**
[A short description of the agenda topic, context, and any expected input from participants.]

Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).

Lead: [Name(s) of facilitator(s) or presenter(s)]

Materials: [Provide title(s) of supporting materials. Upload materials to meeting webpage.]

II. [Item 2] (0:00 – 0:00)
[A short description of the agenda topic, context, and any expected input from participants.]

Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).

Lead: [Name(s) of facilitator(s) or presenter(s)]

Materials: [Provide title(s) of supporting materials. Upload materials to meeting webpage.]

III. [Item 3] (0:00 – 0:00)
[A short description of the agenda topic, context, and any expected input from participants.]

Requested Action: Decisional or Non-decisional (i.e., discussion and presentation only).

Lead: [Name(s) of facilitator(s) or presenter(s)]

Materials: [Provide title(s) of supporting materials. Upload materials to meeting webpage.]

IV. Wrap-Up (0:00 – 0:00)
Lead: [Name(s) of facilitator(s) or presenter(s)]

V. Adjourn (0:00)

Next Meeting: [Month Day, Year, time]