

Template: Remote Team Meeting Best Practices Checklist

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Based on Article: "Best Practices for Remote Team Meetings: Keeping Everyone Engaged"

Website: <https://remotesuccesshub.com/>

Ensure productive and engaging remote meetings with this actionable checklist.

Checklist Items:

- 1. Define Meeting Purpose**
Clearly outline why the meeting is happening and what outcomes are expected before sending invites.
Reference Section: 1. Start with a meeting purpose that deserves everyone's time
- 2. Select the Right Format**
Match the meeting format to the goal; choose the most effective type (e.g., status update, decision meeting) based on the desired outcome.
Reference Section: 1. Start with a meeting purpose that deserves everyone's time
- 3. Initiate with Low-Friction Check-in**
Start the meeting with an easy icebreaker, like a one-word mood check or a simple obstacle check, to get everyone talking.
Reference Section: 2. Make participation easier for every team member
- 4. Rotate Meeting Roles**
Encourage different team members to take on roles such as facilitator, note-taker, and timekeeper to promote engagement.
Reference Section: 2. Make participation easier for every team member
- 5. Use Engaging Prompts**
Incorporate structured prompts to guide discussion and encourage actionable contributions from participants.
Reference Section: 2. Make participation easier for every team member
- 6. Set Communication Norms**
Establish clear communication norms to minimize friction and ensure everyone is on the same page during discussions.
Reference Section: 4. Use communication norms that reduce friction and confusion
- 7. Accommodate Time Zones**
Consider different time zones and work styles of team members when scheduling and planning meetings to ensure inclusivity.
Reference Section: 5. Make remote collaboration work across time zones and work styles
- 8. Select Appropriate Tools**
Utilize effective collaboration tools and resources to facilitate engagement, such as video conferencing software and shared documents.
Reference Section: 6. Strengthen engagement with the right tools and meeting assets
- 9. Follow Up After Meetings**
Ensure that follow-up actions and decisions are documented and shared with all participants to maintain engagement post-meeting.
Reference Section: 7. Follow through so engagement continues after the meeting ends