Meeting invite template

Anything in square brackets, [like this], should be edited to be relevant to your meeting.

Template

If you have any accessibility requirements, please let us know in advance, and we will do our best to accommodate them.
Closed captions and a transcript can be turned on via the Zoom meeting controls (these may be hidden behind the ‘More’ button in the bottom bar of your Zoom window). [Edit this if you’re not using Zoom]

Meeting topic

[Your meeting topic here]

Agenda points

- [What you plan to cover during the meeting]

Goals for the meeting

- [What you want to happen by the end of the meeting, e.g. key decisions]

Resources

- [Any slides, notes, sign-up sheet, etc.]

Acronyms

- [Any acronyms that may be used during the meeting, and their meanings]

Location

[Remote / Hybrid / Office]

Info about cameras on/off request

[e.g. We’d love to see your faces, but cameras are entirely optional]

Will it be recorded?

[Yes. The recording will be shared on Slack after the event / No. This meeting is a fully safe space]

How much participation?

[None required / Optional / Discussion / Fully interactive]