

Use this worksheet to plan your meeting and choose WebEx features that are best suited for your purposes. In the left column, you'll see a sample plan; on the right (and on the next page) there is space for your plans.

**Meeting objectives:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Host key:** \_\_\_\_\_ (from Meeting Info page or Host email)

**Content to share:** \_\_\_\_\_

### Agenda and Time Estimate

Think about what you want to accomplish in your meeting, and estimate how much time you will need to cover each item.

1. *Introduce attendees (5 minutes)*
2. *Review requirements (15 minutes)*
3. *Brainstorm (10 minutes)*
4. *Assign action items (15 minutes)*
5. *Summarize and plan (15 minutes)*

### Meeting Center Tools

Decide which Meeting Center tools and sharing options will work best in your meeting.

Tools	Sharing
<input checked="" type="checkbox"/> Whiteboard	<input checked="" type="checkbox"/> Presentation or file
<input checked="" type="checkbox"/> Annotation	<input type="checkbox"/> Application
<input checked="" type="checkbox"/> Chat	<input type="checkbox"/> Web Content
<input type="checkbox"/> Raise Hand	<input type="checkbox"/> Web Browser
<input checked="" type="checkbox"/> Notes	<input type="checkbox"/> Desktop
	<input checked="" type="checkbox"/> Video

### Participant Tasks and Roles

Assign tasks and roles to meeting participants.

Task/Role	Name
<i>Alternate host</i>	<i>Andrew Porter</i>
<i>Presenters</i>	<i>Marcy Lin, Chris Dhiri</i>
<i>Note taker</i>	<i>Jill Parker</i>

### Agenda and Time Estimate

### Meeting Center Tools

Tools	Sharing
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Presentation or file
<input type="checkbox"/> Annotation	<input type="checkbox"/> Application
<input type="checkbox"/> Chat	<input type="checkbox"/> Web Content
<input type="checkbox"/> Raise Hand	<input type="checkbox"/> Web Browser
<input type="checkbox"/> Notes	<input type="checkbox"/> Desktop
	<input type="checkbox"/> Video

### Participant Tasks and Roles

Task/Role	Name

**Agenda and Time Estimate**

**Agenda and Time Estimate**

**Meeting Center Tools**

Tools	Sharing
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Presentation or file
<input type="checkbox"/> Annotation	<input type="checkbox"/> Application
<input type="checkbox"/> Chat	<input type="checkbox"/> Web Content
<input type="checkbox"/> Raise Hand	<input type="checkbox"/> Web Browser
<input type="checkbox"/> Notes	<input type="checkbox"/> Desktop
	<input type="checkbox"/> Video

**Meeting Center Tools**

Tools	Sharing
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Presentation or file
<input type="checkbox"/> Annotation	<input type="checkbox"/> Application
<input type="checkbox"/> Chat	<input type="checkbox"/> Web Content
<input type="checkbox"/> Raise Hand	<input type="checkbox"/> Web Browser
<input type="checkbox"/> Notes	<input type="checkbox"/> Desktop
	<input type="checkbox"/> Video

**Participant Tasks and Roles**

Task/Role	Name
-----------	------

**Participant Tasks and Roles**

Task/Role	Name
-----------	------