

# Conference Call BINGO

(F) = facilitator (P) = participant

(F) created agenda in advance	(F) circulated agenda in advance	(F) asked for contributions to agenda	(P) contributed to agenda	(P) read agenda before the meeting
(F) circulated list of participants	(F) set-up & operated technology properly	(F) confirmed participants can use technology	(P) were able to use technology properly	(P) confirmed attendance in advance
(F) arrived first	(P) arrived early	<b>FREE</b>	(F) started call on time	(P) were live on camera for video call
(F) encouraged sharing of ideas and feedback	(P) encouraged others to contribute	no background noise (eliminated by using mute)	no one put the call on hold	(F) used firm diplomacy to defuse constant talkers and naysayers
(F) limited social conversations	(P) minimized social conversations	(F) ended call on time	(F) added unfinished work to the next agenda	call was the appropriate length

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**thephonelady**  
Pick it up. Make things happen!