Virtual collaboration checklist to track activity status

This slide showcases virtual collaboration checklist to ensure effective allocation of tasks and improve operational workflow. The activities covered are identifying key stakeholders, establishing KPIs, selecting tools, preparing material and sharing calendar invites.

Activities	Status	Comments
Identify stakeholders for participation	Completed	Add text here
Identify KPI metrics and develop collaboration management strategy	Completed	Add text here
Select collaboration tools	In progress	Add text here
Gather and prepare material for collaboration	In progress	Add text here
Create and share Google calendar invite	Not started	Add text here
Share guidelines regarding handling of sensitive information	Not started	Add text here
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