

# Virtual Meeting Platform Evaluation Sheet

Platform Name:

Date Evaluated:

Evaluator(s):

## Features

Feature	Available	Notes
Screen Sharing		
Chat Functionality		
Breakout Rooms		
Recording		
Participant Limit		
Integration (Google, Outlook, etc.)		
Mobile Access		
Other		

## Evaluation Criteria

Criteria	Rating (1-5)	Comments
User Interface		
Audio/Video Quality		
Security & Privacy		
Ease of Access		
Tech Support		
Pricing		

## Overall Notes

**Recommendation**