



"A good online meeting starts with a good meeting." - Judy Ross



PURPOSE

Do we really need this meeting?
What is the **PURPOSE**? Why are we here?



BUILDING THE AGENDA

- Can any part of this meeting be done asynchronously?
 - Status updates
 - Presentations
 - Brainstorming ideas
 - Other
- Who **NEEDS** to participate?
 - Can a summary/recording be provided instead?
 - What are the time zone considerations?
- How much time do we need?
- How will we keep the time?
- Do we need to build in breaks?
- Can we make any of the agenda items interactive or more engaging?
 - Breakout rooms
 - Liberating Structures
 - Whiteboarding
 - Other
- How will we address non-agenda items that come up?
 - Schedule new meeting
 - Parking lot
 - Other
- Who will facilitate the meeting/agenda items?
- Is the agenda accessible to everyone?



STRUCTURE

- Do we need meeting notes?
 - Who will take the notes?
 - Where will the notes be stored?
- How will action items be documented?
- Should the meeting be recorded?
 - Where will the recording be stored?
 - Who needs to see it?
- Is there meeting etiquette to establish?
 - Camera on or off?
 - Everyone muted or unmuted?
 - Raise hand if you want to speak
 - Favor the remote participant
 - Backchannel
 - ELMO
 - Other
- What icebreaker will we start with?



TECHNOLOGY

- Does everyone need to be seen?
- Does everyone need to be heard?
- What technology is needed?
 - Webcam
 - Whiteboard (MURAL, Miro, etc)
 - Task board (Trello, Jira, etc)
 - Other

Virtual Collaboration Planner

AN Whitehead



Virtual Collaboration Planner:

Virtual PLCs at Work® Paul C. Farmer, Dennis King, 2021-09-23 Virtual teaming and virtual learning have been practiced for decades but never to the level required today As the educational landscape continues to evolve ensure your PLC evolves right along with it With this resource from Paul C Farmer and Dennis King as your guide you ll explore an abundance of tools and tips for maintaining your PLC structures along with proven best practices to help instruction and learning thrive beyond the four walls of your school A book on implementing online professional learning communities for teachers and administrators Receive an overview of the PLC process and understand how all educators fit into it Learn how to implement each step of the PLC process virtually Address the four pillars of a PLC mission vision values and goals in a virtual context Develop and maintain an ideal school culture in a virtual environment with online teacher communities Acquire strategies to strengthen every student s virtual or blended learning experience with the PLC process Contents Foreword by Mike Mattos Introduction An Unprecedented Shift in Teaching and Learning Chapter 1 The Three Big Ideas Chapter 2 The Foundational Elements Chapter 3 Creation and Maintenance of School Culture in a Virtual Environment Chapter 4 Teacher Collaboration in a Virtual PLC Chapter 5 Assessment Intervention and Enrichment in a Virtual PLC Chapter 6 Leadership in a Virtual Environment Epilogue Appendix References and Resources

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Signal ,2009

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