



*"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

**Hongru Du**



## **Virtual Collaboration Planner:**

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web by utilizing the half equivalence point on the titration curve the pka of the acid analyte was determined to be 3.655 furthermore using the stoichiometric ratio between the naoh and the acid analyte 1:1 we could experimentally determine the number of moles of the acid in the solution to be 0.00731 moles making the experimental molar mass

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web specifically an acid base titration can be used to figure out the concentration of an acid or base whether an unknown acid or base is strong or weak pka of an unknown acid or pkb of the unknown base key terms titration a process where a solution of known strength is added to a certain volume of a treated sample containing an

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web conclusion this lab evaluated an acid base reaction with the volumetric analysis of a standard solution being naoh reaction with a 2nd substance  $\text{H}_2\text{C}_2\text{O}_4 \text{aq} + 2\text{NaOH} \text{aq} \rightarrow \text{Na}_2\text{C}_2\text{O}_4 + 4\text{H}_2\text{O}$  to differentiate an acid from a base in a solution a ph scale is used the ph scale ranges from 0 to 14 a ph of 7 is neutral in an acid base reaction

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