



*"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

**H Kauffman**



## **Virtual Collaboration Planner:**

## Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Virtual Collaboration Planner**

In a global inundated with displays and the cacophony of immediate transmission, the profound power and psychological resonance of verbal artistry often fade into obscurity, eclipsed by the continuous onslaught of noise and distractions. However, set within the lyrical pages of **Virtual Collaboration Planner**, a interesting function of fictional beauty that impulses with raw feelings, lies an wonderful journey waiting to be embarked upon. Composed by way of a virtuoso wordsmith, that exciting opus books viewers on a mental odyssey, delicately revealing the latent potential and profound affect stuck within the intricate web of language. Within the heart-wrenching expanse of this evocative examination, we will embark upon an introspective exploration of the book is key styles, dissect its interesting writing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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