



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



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

Siddappa N.Byrareddy



Virtual Collaboration Planner:

Decoding **Virtual Collaboration Planner**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Virtual Collaboration Planner**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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