



"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

Matthew T. Beitler



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web activity project an image on the board remind the students not to turn around first or show the student at the front a picture the student who can see the picture describes the picture in detail to their partner the class using the target language no

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web the drawing version is usually known as a picture dictation but for this language point the same thing can be done with cut out or 3d shapes bent pipe cleaners fuzzy felt playdoh lego etc self created picture differences you can also give students a scene and tell them

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web this picture dictation can be used to help students practice describing and prepositions of place procedure divide the students into pairs have each pair sit back to back give one student a picture and the other student a piece of paper the student with the picture then describes it to their partner

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web get students to colour the pictures in afterwards as a colour dictation for example colour the roof of the house green colour the door of the house red or get students to label different objects by writing the name of the object underneath it such as house bird etc

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web for example in the picture there is a house with two windows and there is a car with follow up drawing dictation activities below you will explore activities that are wonderful to conclude a drawing dictation activity describe the picture after the drawing dictation activity

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