



"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

Engr. Motaher Hossain



Virtual Collaboration Planner:

Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **Virtual Collaboration Planner**

In some sort of inundated with monitors and the cacophony of immediate communication, the profound energy and mental resonance of verbal beauty usually disappear into obscurity, eclipsed by the continuous barrage of noise and distractions. Yet, located within the lyrical pages of **Virtual Collaboration Planner**, a captivating work of literary brilliance that impulses with raw emotions, lies an unforgettable journey waiting to be embarked upon. Written by a virtuoso wordsmith, this mesmerizing opus courses viewers on a mental odyssey, lightly revealing the latent possible and profound affect embedded within the delicate web of language. Within the heart-wrenching expanse with this evocative evaluation, we will embark upon an introspective exploration of the book is key subjects, dissect their interesting writing type, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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