



"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

Chao Zhang



Virtual Collaboration Planner:

The Enigmatic Realm of **Virtual Collaboration Planner**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Virtual Collaboration Planner** a literary masterpiece penned by way of a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those who partake in its reading experience.

<https://thebrandexperience.com/files/publication/default.aspx/the%20lords%20prayer%20for%20children.pdf>

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