

Effective Meetings in the Virtual World

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USMS Convention



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Planning an Effective Virtual Meeting

Battle the stats – Meetings = Waste

- Before
 - Who – meeting size, minutes
 - When – mutually convenient, duration
 - What – proposed agenda, speakers, documents
 - Risks – full attention, topic focus, respect opinions
 - Strategies – purpose and goals



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Conducting an Effective Virtual Meeting

- During
 - Roll call, Ground Rules, Roberts Rules
 - Explain purpose and goal(s) of agenda
 - Emphasize courtesy of listening
 - Encourage input from all participants
 - Keep discussion relevant
 - Restate points to clarify understanding
 - Identify action items (assign, delivery/response target)
 - Roundtable - allow final comments, new topics, as applicable



Recapping an Effective Virtual Meeting

- After
 - Meeting minutes - standard format
 - Recap Old Business, New Business, Next Meeting
 - Post/distribute approved minutes
 - Action Item follow-ups
 - Continued discussions – forums, email, etc.

Questions? Other Best Practice Ideas?



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Cool Tools

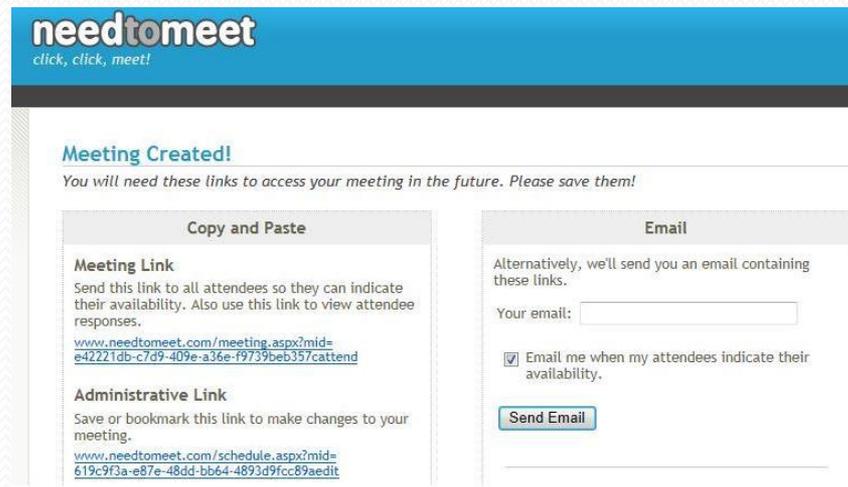
Web Applications to help you
Organize and Run your Virtual Meeting



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Scheduling

- Start with dates/times that are good for you
- Invitees click web link and indicate their availability
- Easier than responding to an email and typing in when is good and when is not
- Free! No registration needed by participants
 - Doodle.com
 - Whenisgood.com
 - NeedToMeet.com



The screenshot shows the 'Meeting Created!' confirmation page from NeedToMeet.com. The page has a blue header with the logo and tagline 'click, click, meet!'. Below the header, the text reads 'Meeting Created!' and 'You will need these links to access your meeting in the future. Please save them!'. There are two main sections: 'Copy and Paste' and 'Email'. The 'Copy and Paste' section contains a 'Meeting Link' and an 'Administrative Link', both with descriptive text and URL examples. The 'Email' section offers an alternative to copy-pasting, with a text input field for 'Your email:' and a checked checkbox for 'Email me when my attendees indicate their availability.'. A 'Send Email' button is located at the bottom of the 'Email' section.

needtomeet
click, click, meet!

Meeting Created!
You will need these links to access your meeting in the future. Please save them!

Copy and Paste

Meeting Link
Send this link to all attendees so they can indicate their availability. Also use this link to view attendee responses.
www.needtomeet.com/meeting.aspx?mid=e42221db-c7d9-409e-a36e-f9739beb337cattend

Administrative Link
Save or bookmark this link to make changes to your meeting.
www.needtomeet.com/schedule.aspx?mid=619c973a-e87e-48dd-bb64-4893d9fcc89aedit

Email
Alternatively, we'll send you an email containing these links.
Your email:
 Email me when my attendees indicate their availability.
Send Email



- Doodle clearly shows the best time
- You decide who the key participants are to pick your date

IWMSC Summer '12 meeting

Edit your poll | 8 | 0 | 19 days ago

Table view | Calendar view | Administration

Most popular date: Monday, August 13, 2012 7:00 PM | Close poll

		AUGUST 2012							
		Sun 5	Mon 6	Tue 7	Mon 13	Tue 14	Wed 15	Thu 16	Sun 19
		7:00 PM							
8 participants									
Troy		✓	✓	✓	✓	✓	✓		✓
Noelle			✓	✓	✓	✓	✓	✓	
Ruby			✓		✓		✓		
James		✓	⊕		⊕		⊕		✓
Margaret				✓	✓	✓			✓
Brian			✓	✓	✓	✓	✓	✓	
Larry		⊕	⊕	⊕	⊕	⊕	⊕	⊕	⊕
Harm-Jan			✓	✓	✓				
Paige Buehler		Yes (Yes) No							
	Yes	2	5	5	6	4	4	2	3
	If need be	1	2	1	2	1	2	1	1
	No	5	1	2	0	3	2	5	4



Sharing Documents

- PDF! Consider getting a PDF writer like CutePDF
- USMS Forums
 - Each LMSC has a forum already created (200mb limit)
- Wiggio.com
- GoToMeeting.com (\$50/month)
- Google Docs
 - Create folders then create or upload documents into them and share with your committee



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Voting

- Approving meeting minutes or other offline decisions
 - Be sure to include these decisions in your next meeting minutes and not just mold away in email
- Elections – esp. when open to the membership
- Online tools
 - [SurveyMonkey.com](https://www.surveymonkey.com)
 - [Wiggio.com](https://www.wiggio.com)
 - [BallotBin.com](https://www.ballotbin.com)



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Teleconferencing

- Toll – Search “free teleconference services”
 - rondee.com
 - freeconferencecall.com
 - wiggio.com
- Toll-free
 - If usage is high, monthly plans may be optimal
 - Consider reimbursing volunteers for LD costs
 - Most free conferencing services also offer toll-free access numbers



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- rondee.com is \$0.05/line/min and allows mix of toll and toll-free on same call

True Virtual Meeting

- Videoconferencing
 - People need cameras, mics and speakers
- Screen sharing
 - You see what is on meeting host's computer screen
- Whiteboard
 - Draw or document items for all to see

The screenshot shows the Wiggio web application interface for creating a virtual meeting. At the top, the Wiggio logo is on the left, and navigation links for Alerts, What's new?, Create a Group, Join a Group, Share Wiggio, and Logout are on the right. Below the navigation is a user profile for Paige Buehler with a 'Manage Profile' link. The main content area is divided into three tabs: Feed, Folder, and Calendar, with 'Feed' selected. On the left side, there are sections for 'Groups' (All groups, IWMSC, Create a group) and 'Contacts' (Search contacts, list of names with checkboxes). The central 'Feed' area contains a 'Create a virtual meeting' form with fields for Name, Date/Time (Start right now or Select the day and time), and a subject line. Below the form are 'Participants' (Choose Group, Add participant by email) and a 'Notification' section. On the right side, there are three panels: 'Add' (Files from computer, Links from web), 'Schedule' (Event, Conference Call, Virtual Meeting, Chatroom), and 'Create' (Document, Spreadsheet, Poll/Survey, To-do List). At the bottom right, there is a 'Send' panel with options for Text Message and Email Message. A green 'Create' button and a grey 'Cancel' button are at the bottom center of the form.



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Summary

- Use good meeting techniques to make them effective
 - Robust and well-defined agendas
 - Send/post materials in advance for review
 - Clearly designate tasks, owners, deadlines & follow up
- Use web applications to collaborate more easily
 - Meeting scheduling
 - Document sharing
 - Voting
 - Teleconferencing

