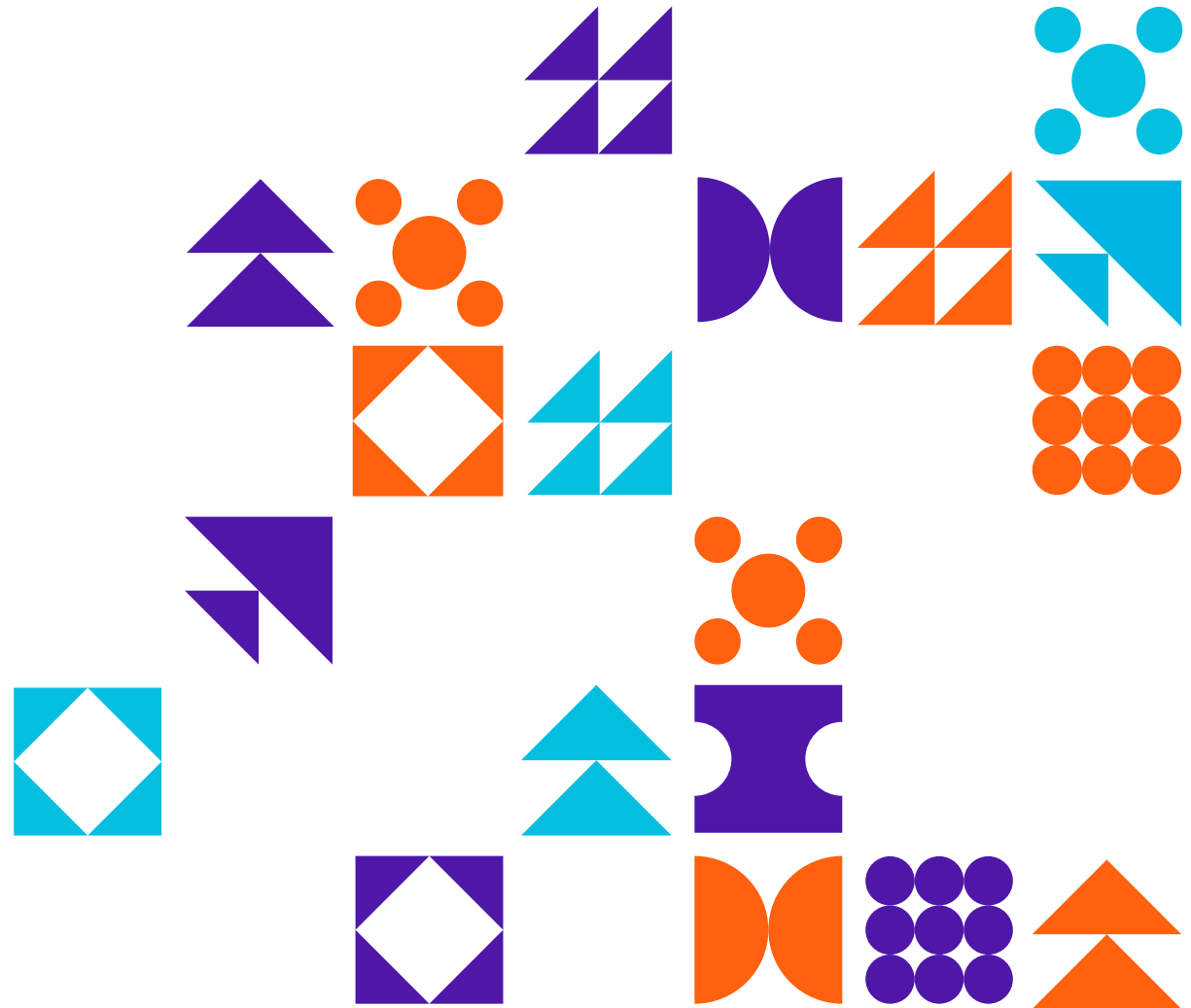




EFFECTIVE VIRTUAL MEETINGS FOR PROJECT SUCCESS

Date: 18 SEPTEMBER, 2020

Presented by: Frederick Oware



**WHICH PROJECT ECONOMY
SYMBOL BEST DESCRIBES THE
ROLE OF VIRTUAL MEETINGS
FOR PROJECT TEAMS?**

*Did you know that virtual meetings contributes to
preserving the environment?*

OUTLINE

- ❑ INTRODUCTION
- ❑ WHY VIRTUAL MEETINGS?
- ❑ VIRTUAL MEETING TECHNOLOGIES
- ❑ MAJOR VIRTUAL PLATFORMS
- ❑ CHOOSING A VIRTUAL PLATFORM
- ❑ A VIRTUAL PLATFORM
- ❑ HOSTING A VIRTUAL MEETING

- ❑ POST MEETING
- ❑ JOINING A VIRTUAL MEETING
- ❑ CHALLENGES OF A VIRTUAL MEETING
- ❑ VIRTUAL MEETING ETIQUETTE
- ❑ USING AGILE MEETINGS AS AN EXAMPLE
- ❑ CONCLUSION
- ❑ REFERENCE

INTRODUCTION

- Projects at every stage will require a meeting in one form or other. How can a PM manage **geographically dispersed** teams?
- How can the PM ensure such meetings is **yield results**?

Online meeting also called Virtual conferencing has been accepted, is a method of communication that allows multiple parties to meet and interact in the same space without physically being present.

This is achieved through the use of computers, channels like internet service, projectors (for large teams), etc over a conferencing Application.



WHY VIRTUAL MEETINGS

Virtual meetings has become an acceptable tool because;

- Saves Time, Cost and increased productivity.
- Decisions can be made faster and information can be delivered faster, speeding up project completion.
- Eliminates the need to reschedule or delay meetings because of flexible nature.
- Supports productive workstyles like flex work and telecommuting which in turn, promotes engagement and productivity.
- Easier to use than ever.

VIRTUAL MEETING TECHNOLOGIES

Virtual meeting technologies currently comes in two folds;

❑ Audio Conferencing



❑ Video Conferencing


















VIRTUAL MEETING TECHNOLOGIES – CONT'D

Skype	Zoom meeting	Zoho meeting	<i>Cisco Webex</i>
Slack	Microsoft Teams	LiveWebinar	RingCentral Meetings
Facetime	ON24	GoToMeeting	ezTalks Cloud Meeting
Pexip	Digitell	ClickMeeting	Intrado
Google Hangouts	HighFive	BigBlueButton	Infinite Conferencing
Amazon Chime	Adobe Connect	Join.Me	Intermedia
			Messenger Meeting Rooms

MAJOR VIRTUAL MEETING PLATFORMS



MAJOR VIRTUAL MEETING PLATFORMS – CONT'D

	Price	Length	Participants	Live stream	Record	Grid view	Breakout rooms	Join without account
 Zoom	Free basic plan	40 min (No limit with edu account)	100	 Pro only	To computer	49 people		
 Teams	Free basic plan	No limit	250	10k viewers	 Paid only	4 people (update to 9 soon)		
 Meet	Free until Sept 30	No limit	250	100k viewers	Google Drive	4 people (3rd party extensions available to allow more)		
 Webex	Free basic plan	No limit	100	 Paid only	To computer	25 people		

All these conferencing tools have a free plan, but with certain limitations.

They also have

- Great HD video graphics
- Recording functionality (Cloud & Local)
- High capacity of participants on paid license

CHOOSING A TECHNOLOGIES

For effective virtual meetings, the underlisted features must be considered before choosing a technology

Some things to look out for in an Online Meeting Platform?

1. **Security** : Ability to Secure both ends of the meeting communications and on all O/S.
2. **Login button**: Ease of joining meeting and or creating an account?
3. **Ease of access & use** : Is it easy to use? (Downloaded / Web based/Mobile platform)
4. **Breakout Engine**: Make it possible for a breakout session of the meeting when necessary.
5. **Insight**: Ability of the platform to accommodate future needs

CHOOSING A TECHNOLOGIES – CONT'D

6. **Screen Sharing:** Ability for participants to share screens, Apps and files on local machine with participants. Also bringing the ability to interact and edit Project work in real-time.
7. **Video Conferencing:** This is the main feature that a virtual meeting platform must have to enable video conferencing.
8. **Chat Engine:** Tools for communication between team members during meeting and must be easy to use.
9. **Reliability and Graphic Quality:** Provision for quality and high-resolution visuals ensure that online video meetings brings the visual feel of a meeting closer.

HOSTING A VIRTUAL MEETING

PRE-MEETING TASK

- Set agenda, date and time.
- Place reservation (if meetings are managed by a unit in your organisation).
- Schedule Meeting (use the platform functionality if available).
- Set and share ground rules.
- Prepare presentation.
- Set and share roles.
- Send invite with meeting link.

HOSTING A VIRTUAL MEETING – CONT'D

TASK DURING MEETING

- Log in at least 5min before scheduled time.
- Enable a chime if you want to know when someone joins or exit the meeting.
- Admit attendees (if you are the host / co-host).
- Have a brief ice breaker session / team bonding activity.
- Rename known attendees with pseudo names.
- Ensure all participants join the meeting with microphone muted or mute participants after talking.
- Allow breaks in long meetings.
- Assign roles and responsibilities on task during meeting.
- Don't exceed meeting duration.

POST MEETING

POST MEETING TASK

- Summarise all agreed task
- Gather meeting feedback
- Communicate tasks, responsibility and due dates to the team within a short time.
- Intentionally follow ups on task before due dates
- Prepare and share a cloud storage link for project documents with relevant access;

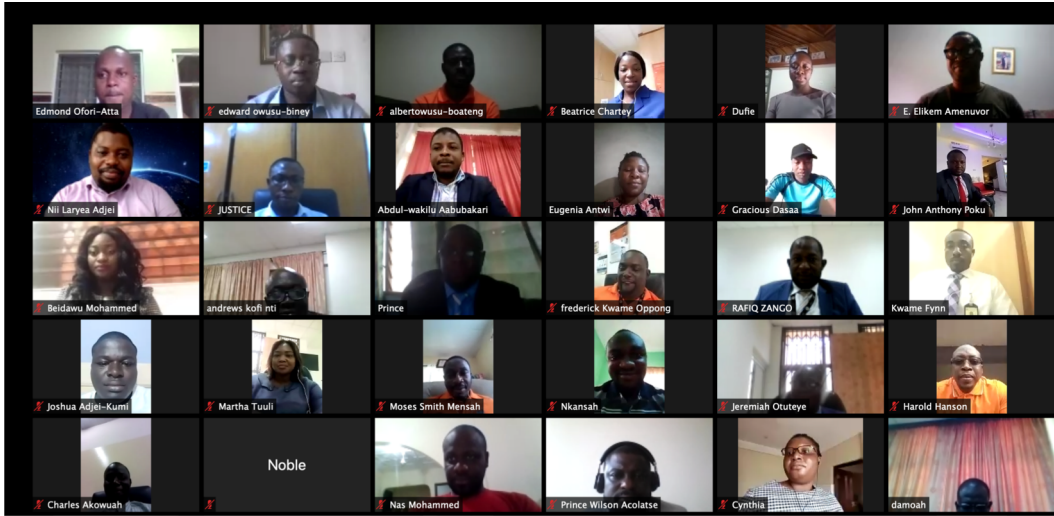


JOINING A VIRTUAL MEETING

- Mark date on your calendar and add meeting link if available.
- Join meeting five (5) min earlier.
- Join meeting with real or identifiable name (**No Pseudo names**).
- Mute microphone on entry.
- Disable video on entry.

CHALLENGES OF A VIRTUAL MEETING




- **Less direct interaction:** Although virtual meeting platforms allow users to technically be face-to-face, the physical work environment cannot be replicated
- **Unstable connection:** No matter how advanced a technological platform is, there still is a possibility of technical difficulties to occur especially network and configuration issues.
- **Less human contact:** Employees interacting with each other online does not compare to the personal relationships that can form from being physically present in one space
- **Hacking / Zoom Bombing:** Zoom recently had an incident occur where people hacked into an online session and spewed racial comments to attendees, many of whom were children
- **Time zone Difference:** Joining from different time zones.



VIRTUAL MEETING ETIQUETTE

- Join meeting five (5) min earlier.
- Test technology (mic, video, headset, hand raise,....)
- Use virtual background (if applicable).
- Keep a professional appearance for a video conference (at least waist up).
- Embed the Topic or Brief Agenda of the meeting as part of the link for the meeting invite.
- Do not eat during meetings (smoothies may do but not heavies/chewable).
- Allow light (natural light preferred) and face the direction of light.
- Avoid distractions and noise from the background.

VIRTUAL MEETING ETIQUETTE – CONT'D

- One person talks at a time
- Use the system gesture functionalities of the virtual platform.
For example raise hand  clap  thumbs up , etc.
- Do not use unprofessional language
- Let everything said in a project meeting stays among the team unless it's something approved to be shared externally.
- Do not write or annotate on whiteboard / presentation without permission.

USING AGILE MEETING AS AN EXAMPLE

Recommended meeting modes for agile meetings;

- Sprint Planning : F2F
- Daily Scrum : Virtual
- Sprint Review : Virtual
- Sprint Retrospective : Virtual
- Backlog refinement : F2F & Virtual

CONCLUSION

It is recommended that the initial stages of a project meetings should be a F2F whereas subsequent meetings makes a blend of both virtual and F2F. However Project final meetings are encouraged to be F2F unless the situation doesn't permit.

Before deciding on the choice of meeting mode; determine the goal of the meeting and juxtapose it with the possible schedule of attendees to make the right choice.

Both F2F and Virtual meetings have **pros** and **cons** so an effective combination of both modes can contribute immensely to project success.

“Thank You”



THE PRESENTATION IS NOW AVAILABLE ON WWW.PMI-GHANA.ORG

Feedback link <https://forms.gle/QHmTHrkCfPFkvooe7>

FURTHER READING

1. Challenges with virtual meetings

<https://www.eztalks.com/video-conference/8-common-challenges-of-video-conferencing-for-virtual-teams.html>

2. Advantage of Face to Face meetings

<https://www.eztalks.com/video-meeting/the-advantages-of-face-to-face-meetings.html>

3. Effective Virtual meeting Practice

<https://www.mindtools.com/pages/article/running-effective-virtual-meetings.html>

4. Can Virtual meetings replace F2F meetings?

<https://www.westuc.com/en-us/blog/conferencing-collaboration/can-virtual-conferencing-really-replace-face-face-meetings>

5. Mega comparison of Virtual platforms

<https://gadgetstouse.com/blog/2020/04/29/zoom-vs-skype-vs-microsoft-teams-vs-meet-vs-duo-vs-messenger-rooms/>