

[please print this e-mail and the attachment so you have a "hard" copy during the call].

Subject/Purpose:

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Training on Huddle & RSS  
Type/Format: web conference

Duration:

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The call will last 1 hour and 30 minutes

Meeting Date and Time

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Thursday July 30, 2009 at the time the following time that matches your time zone

- 5:00 PM Eastern Time.
- 4:00 PM Central Time
- 3:00 PM Mountain

Meeting Objectives

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By the time we complete our session, you will be able to:

- a) add an rss feed to your RSS Reader
- b) understand how the various elements of huddle work
- c) complete an assignment on huddle with one other team members (e.g., send a task, receive a task, set up a discussion)

Reading for the Meeting

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Please print the attached chart call HuddleCoachingPage. You do not have to read it or study it in advance of the meeting. Just have a copy of the page with for the meeting.

Software You will Need for this Session

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You will need software for the RSS Session. Please ensure you have one of the options installed on your machine for our session.

Windows Users

Choice 1 - FeedDemon 2.7 for Windows

Visit <http://www.newsgator.com/individuals/feeddemon/default.aspx>

or

Choice 2 - Firefox for Windows

<http://www.mozilla.com/en-US/firefox/ie.html>

Mac Users

Choice 1 - Net News Wire for Mac

<http://www.newsgator.com/individuals/netnewswire/default.aspx>

or

Choice 2 - Firefox for Mac

<http://www.mozilla.com/en-US/firefox/all.html>

(Look halfway down the page and find the Mac version in the Language of your choice)

Web Connection

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For our meeting, we will be using, GoToMeeting Portal. Please click on the following link in order to join the meeting

<https://www1.gotomeeting.com/join/120101320>

In order to assist anyone having difficulty joining the meeting, I will open GoToMeeting at the following times in advance of the meeting.

4:15 PM Eastern Daylight Time.

3:15 PM Central Time

2:15 PM Mountain

#### Audio Connection

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You have a choice on how you can connect via voice to the call.

Choice One: Computer Microphone and Speakers.

Use your microphone and speakers (VoIP) - a headset is recommended.

OR

Choice Two: Phone one of the following numbers (long distance Charges may apply)

In Canada, please call Canada: 416-800-2199

In the United States: +1 516 453 0010

The Access Code is 120-101-320

Audio PIN: Shown after joining the meeting

The Meeting ID: 120-101-320

Agenda

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- 0:00      Welcome and Introductions  
Tell us who you are, where you are calling in from and the type of computer your are using for the call (e.g., Mac Lap Top, Windows Desk Top on Vista, etc)
- 0:15      Understanding GoToMeetings  
Information on how to use the chat feature on the side of the screen, information seeing what is on the screen and what to do if you become disconnected at any time.
- 0:25      Adding RSS Capability to your Work  
This is a short working session to get you connected to the world of RSS for your machine. For this part of the workshop we will be using Firefox and Feeddemon to support the RSS Session.

- 0:50            Inside the Huddle Portal  
This session will be an overview on how the various elements in Huddle. I'll review the use of the Discussion Board, Tasking, RSS Huddle Feed as well as how to use the calendar feature
- 1:10            Group Practice  
This will be a working session where everyone will have the opportunity to try out at least one of the huddle features and share their insights with others on screen
- 1:25            Final Thoughts and Closing Conversation  
A closing conversation on the session and the identification of future learning opportunities using Huddle and RSS
- 1:30            End call.

Lifeguard

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During this meeting, if you get disconnect, please e-mail jerry@thedesk.ca or jerry.mings@gmail.com.

I'll be tracking e-mail real time.

Thanks everyone!

Jerry

HuddleCoachingPage_VirtualTeamBriefing_Version01.pdf