

TTN Virtual Team Meeting Documentation – February 4, 2010

Attendance: Ester Mae Cox, Jo Nelson, Sheila LeGeros, Alisa Oyler, Catherine Tornbom, Cheryl Kartes, Irina Fursman, Jean Watts, Nadine Bell, Penny McDaniel, Sunny Walker, Suzanne Esber, Wayne Nelson

Tool Platforms – Adobe Acrobat Connect Pro & MaestroConference for Audio

Agenda:

- 1) Welcome & Check-in
- 2) FC - 2010 Draft Charter
- 3) Choose your Work Team
- 4) Action Plans
- 5) Reflect - Next Steps

Accompanying Documents for the Meeting Posted to Huddle:

Charter TTN Virtual Team 2010

Focused Conversation (originally written – not all questions used in the 1-hour meeting)

Single Page TTN Action Plan Worksheet – WORD document

ICA Associates – Project Workplan – Participant's Workbook – PowerPoint slides

At Sheila's suggestion, the Detail Design EMC, Jo, & Sheila used for the meeting

Chat Conversation - Objective Level Questions (2)

What are some of the main ideas (key points) in the 2010 Charter?

Penny McDaniel: Start and end point

Suzanne Esber: Defined year timeframe of work

Sunny Walker: Important info to know

Wayne Nelson: IAF focus

Sheila LeGeros: Commitment to the work

Nadine Bell: Using Huddle

Cheryl Kartes: project components

Jo Nelson: Transferrable ability

Penny McDaniel: Training for TTN preconference

Suzanne Esber: Many project components

Sunny Walker: There are sub-projects
Wayne Nelson: Commitment to do the work
Cheryl Kartes: Success factors
Catherine Tornbom: The importance of attending to the "limitations" in order to succeed
Irina Fursman: Gathering experience, knowledge and reflecting on learnings
Suzanne Esber: Real limitations
Nadine Bell: It takes lots of practice
Suzanne Esber: Results
Alisa Oyler: Facilitating other TTN teams
Alisa Oyler: TTN Annual Meeting - Pre-Conf training to be created

What do you need to have clarified about the 2010 Charter?

Jean Watts: I think that Design patterns & tools are sort of like our procedures is that correct?
Ester Mae Cox: Are these the "right" work streams?
Ester Mae Cox: Can we create more or different work streams?
Sheila LeGeros: How do new members of the team learn how to do virtual facilitation?
Irina Fursman: Buy tools?
Penny McDaniel: How can we make the tools affordable to all?
Suzanne Esber: Asynchronous meetings
Wayne Nelson: Streams?
Catherine Tornbom: What exactly do we mean about "transferrable ability to use ToP methods?" Which methods? Timing?
Alisa Oyler: Are we at all thinking as ambitiously as to design new software?
Suzanne Esber: How to learn what work on design patterns done to date
Nadine Bell: How can we creatively address limited ability to buy the tools?
Sunny Walker: Where did the course by Jan 2011 come from?

Chat Conversation - Reflective Level Questions (3)

What is compelling about the Charter's identified work?

Penny McDaniel: I am excited about the Training for the TTN preconference
Jean Watts: Sharing of ideas and work
Alisa Oyler: I love the clear deliverables
Cheryl Kartes: Clarity on where the Virtual team work is going next
Sunny Walker: Moving beyond last year's work

Alisa Oyler: I think there's the potential for creating a new ToP product (a course of ToP applied in a virtual context)

Wayne Nelson: Identifying a coherent thread running from design patterns to actual facilitation

Catherine Tornbom: Continuing the amazing work of the team during 2009 - this continues to move us forward in an exciting and productive manner.

Suzanne Esber: We are learning and facilitating

Nadine Bell: The major components

Sunny Walker: This is still EDGE facilitation work

Irina Fursman: A lot of practice, good safe way to learn the tools

Jo Nelson: Having a new product to offer

What might keep you up at night?

Penny McDaniel: If I try to do too much

Jo Nelson: Commitment and work

Sunny Walker: Getting good at the facilitation B/4 trying with a client

Alisa Oyler: How to maintain the quality of interaction in a virtual space.

Jean Watts: Thinking about how I want that white board to look

Jo Nelson: Trying to teach before we are really competent

Sunny Walker: Ditto to Jo's comment

Catherine Tornbom: Can I keep up - both with time commitments, with the platforms and with the equipment/technology?

Wayne Nelson: Ensuring appropriate depth in our work

Jean Watts: Deigning the training of Top virtually

Irina Fursman: Cost of the tools

Alisa Oyler: How do I learn how to do what Ester Mae and Cheryl and Sheila are doing right now?

Penny McDaniel: How we can stay committed and do what we say over time, it sometimes wane after awhile

Nadine Bell: Will I be able to do all this myself?

What images are triggered for you?

Nadine Bell: A huge interconnected web.

Cheryl Kartes: Hosts of ToP facilitators skilled at using Virtual tools with ToP methods

Wayne Nelson: "Pods" of people working on tasks

Alisa Oyler: Having a few asynchronous workshops in a virtual space that collect our individual lessons learned from our experiences facilitating.

Sunny Walker: Many experts in the shadows for us

Penny McDaniel: Being in school

Alisa Oyler: Another course logo in the catalogue.

Catherine Tornbom: A marathon with out the clear finish line!

Irina Fursman: The movie "Up in the air"

Suzanne Esber: Connecting global voices

Jo Nelson: The ads of building a plane in the air

Chat Conversation - Interpretive Level Questions (3)

What is missing in the 2010 Charter?

Sunny Walker: Mining the content on Huddle

Irina Fursman: Goals of the project

Wayne Nelson: ToP Virtual Facilitation Design Lab - with a Design Pattern data base

Catherine Tornbom: The connection with John Epps and his course offered virtually - we have some partnership possibilities

Catherine Tornbom: Wondering about the new endeavor by Bill Davis and wondering what the connection is with our team

Sunny Walker: Possibility to "lurk" on each others' virtual work with real clients

Alisa Oyler: Ditto to sunny

Cheryl Kartes: Our DePaul connections for creating our own software

What is the impact that this team's work will make to the world?

Nadine Bell: It will expand the reach and impact of ToP

Penny McDaniel: We can be a role model for participative virtual meetings

Cheryl Kartes: We can be the ToP facilitators globally-f2f & virtually

Nadine Bell: It will enable people who are geographically dispersed to work collaboratively.

Sunny Walker: A way to draw in the under 30's

Wayne Nelson: Extend our capacity to work with our clients.

Suzanne Esber: We will continue to be able to move beyond the limitations of in-person facilitation

Sheila LeGeros: Transform organizations around the world to do their work sustainably by dramatically reducing travel and stress, and by dramatically increasing productivity and creativity

Jean Watts: Connecting facilitators across the world rather than just regionally or nationally

Irina Fursman: Connect more people; bring comfort to the world of virtual facilitation

Catherine Tornbom: Participation-Participation-Participation is the key to our work and no one does it like we do it!

Jo Nelson: H1N1 strategy

Alisa Oyler: The value of having established 'methods' that help us move across media will be clearer

How will these listed work streams help us accomplish the goals of the project?

Wayne Nelson: By getting them done

Jean Watts: They will keep me working on it non stop

Sheila LeGeros: Give us clear focus

Nadine Bell: We will share the load

Alisa Oyler: Have clear champions for each event deliverable.

Wayne Nelson: The IAF series of events will provide valuable experience and feedback

Catherine Tornbom: Continuing to develop competency is an important result

Wayne Nelson: The Design Patterns will indicate the tools we need and the skills we need to master.

Decisional Level Question (1)

Which Team/Work Stream would you like to put effort toward in 2010?

IAF Presentation

Jo Nelson
Cheryl Kartes
Sheila LeGeros, Champion
Ester Mae Cox
Sunny Walker
Penny McDaniel
Nadine Bell

TTN Training in 2011

Virtual World Primer can be part of this group

Catherine Tornbom
Penny McDaniel, Co-Champion
Sheila LeGeros
Cheryl Kartes
Nadine Bell
Ester Mae Cox, Co-Champion
Alisa Oyler
Jean Watts

Design Patterns & Tools

Wayne Nelson, Co-Champion
Jean Watts, Co-Champion
Irina Fursman
Jo Nelson

Jean Watts: In addition to TOP I'm thinking of some Other World stuff also
Wayne Nelson: That's another world
Jean Watts: Not really - it's in the midst of this one!

Asynchronous Exploration

Includes use of Huddle
More practical use of Huddle

Wayne Nelson, Co-Champion

Catherine Tornbom

Jean Watts

Penny McDaniel

Alisa Oyler

Sunny Walker, Co-Champion

Opportunities & Partnering

Developing capacity within the network
Partnering with Bill Davis, John Epps, and others

Partnering with Doug Druckenmiller, Danny Middlemann, John Epps, etc.

Partnering with all working on design patterns and ways of delivering them

Catherine Tornbom, Co-Champion

Irina Fursman, Co-Champion

Jean Watts – will practice within TTN

Suzanne Esber

Sunny Walker

Nadine Bell

Jo Nelson - Will involve others

Additional Suggestions

Sunny Walker: Making sense of all that's crammed into Huddle

Catherine Tornbom: John Epps Course - using Social Triangles

Wayne Nelson: We need something like a "virtual world primer"

Jean Watts: Yes more practical use of Huddle

**Agreement to meet Quarterly – Total Team is 21 persons
Jo & Ester Mae to get quarterly meetings scheduled ASAP – Use TimeBridge**

Action Planning Guidelines

A major learning from 2009 – dividing up work makes life easier!

Be willing to help each other - learn virtual facilitation that way

Okay to put your name on more than one team, but be cautious about signing up for all the teams

- Work Stream groups meet virtually in February – Create Action Plan
- POST the action plans to Huddle by March 1
- Format for the Action Plan – You choose
- We're offering 3 choices of Action Planning Format –
- SP (Single-page) Action Plan (Post on Huddle – in WORD)
- CA (Canada) Action Planning (Post on Huddle – in PowerPoint slides)

- TFM Manual format
- Help each other virtually facilitate our action planning
- All Team Members names and contact information is posted on Huddle – Contact Jo or Ester Mae if you need more information

End of Meeting Chat Discussion/Reflection

What worked well?

Wayne Nelson: Bob Briggs stuff as background

Sunny Walker: Who is "Bob Briggs" Wayne?

Suzanne Esber: Using Connect Pro for meeting

Cheryl Kartes: Being able to enter our responses at the same time

Penny McDaniel: I like this

Sunny Walker: The bringing up of screens

Irina Fursman: Adobe Connect worked great

Suzanne Esber: Clear flow to meeting

Sunny Walker: Having the clock

Nadine Bell: The facilitators worked cooperatively

Wayne Nelson: Typed in the wrong place

Catherine Tornbom: Well organized pods and thoughtful approach to gather input

Nadine Bell: The questions were clear

Wayne Nelson: Starting with a model

Irina Fursman: Good facilitation

Alisa Oyler: Great structure.

Nadine Bell: People signed up for streams and champions.

Jean Watts: Stayed on time. Clock was GREAT help

Sheila LeGeros: Nice job facilitating Ester Mae. You were well prepared, you used clear, concise language, and we accomplished a lot. Thank you!

Sunny Walker: Yes, great facilitator prep and delivery

Suzanne Esber: ditto

Nadine Bell: Accomplished everything we set out to do in the time frame allotted.

What could have gone better?

Jean Watts: Would like it if the facilitator would read the insights rather than just let us skim them

Alisa Oyler: Still unclear when it's appropriate to talk.

Catherine Tornbom: An hour is so rushed - but we still do productive work

Jean Watts: Can you bold or italicize the questions so brainstorm looks different

Wayne Nelson: We miss some things from the O level - we'll need to pick up some of those /'s in our small groups.

Jo Nelson: would prefer using the VOIP in the program

Jean Watts: I also prefer not to have to use the phone all the time

Irina Fursman: would be helpful to see who is talking

Nadine Bell: It would be helpful if people identified themselves before speaking.

Wayne Nelson: the phone connection makes for too much complexity

What is our next step?

Penny McDaniel: Getting the teams started

Jo Nelson: Getting our action plans done

Irina Fursman: Meeting with teams

Cheryl Kartes: Get to work!

Sheila LeGeros: Set-up an all-team meeting with Danny Mittlemann to have him give us an overview of the current state of collaboration engineering

Alisa Oylar: I need to learn how to facilitate these.... How do I do it?

Catherine Tornbom: Review the results from this session and calling a virtual meeting of those interested in the topic

Wayne Nelson: We need to set a meeting

Irina Fursman: Get access to Adobe Connect

Catherine Tornbom: Get the quarterly meetings on the calendar ASAP

Wayne Nelson: I'm going to invite a few others to our team - Doug, Danny and John Epps for sure

Sunny Walker: More real practice

Sunny Walker: To which team, Wayne?

Wayne Nelson: Everyone needs to get a free Elluminate v-room

Wayne Nelson: For practice with small groups

Wayne Nelson: The Design Patterns team

Sunny Walker: Use TimeBridge to figure out a time

Sunny Walker: Sooner better - why let plans sit for a month?

Jo Nelson: Schedule meeting with TimeBridge

Wayne Nelson: We need a meeting that includes Doug and Danny

Wayne Nelson: First thing for the design patterns team is reading all the stuff on huddle especially the actual design patterns

Jean Watts: Of course I would love to discuss them with the authors