

BA-Cube Virtual Meeting Planner

Sample

Meeting Purpose/Objective	
Make a decision on:Coordinate activities for:Get Feedback from others on: Generate ideas for: Brainsform user stories for the new strategize:Discuss options and alternatives for:	ext release of product x and for the feature/enhancemen
Who needs to be in the meetin	ng to accomplish the objective?
Name & Role	Prep Conversation
John Smith, Operations Manager	_discuss risks to his operation
Wanda Phul, Product Manager	_go over related projects
Ty Tannick, Stakeholder	_review top enhancements
Sam Pull, Project Manager	_evaluate resources for next release
What activities will the meetin	g need to fulfill the objective?
Activity & Goal	Tool
Introduce meeting participants	WebEx Whiteboard
Instructions	Risk & Risk Mitigation
ask participants to write name and role on team	_new to WebEx, send out instructions beforehand_
Activity & Goal	Tool
Brainstorm user stories for upcoming features	CardBoard
Instructions	Risk & Risk Mitigation
gererate ideas before placing in chronological order	_new to Cardboard, add everyone as a collaborator
Activity & Goal	Tool
In breakout rooms read and react to user stories_	Zoom
Instructions	Risk & Risk Mitigation
(ollectivy summarize thoughts on user stories	_some USB audio devices echo, test prior to joining_
Meeting Model/Who is where?	



Cluster: team is in groups in a few locations



Nubula: whole team is dispersed



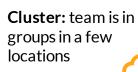
BA-Cube Virtual Meeting Planner

Template

Meeting Purnose / Ohiective

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Make a decision on:		
Make a decision on: Coordinate activities for:		
Get Feedback from others on:		
Get Feedback from others on:		
Generate ideas for:		
Strategize:		
Discuss options and alternatives for:		
Prioritize:		
10/1-2	to account to the continue?	
Who needs to be in the meeting to accomplish the objective?		
Name & Role	Prep Conversation	
What activities will the meeting	need to fulfill the objective?	
Activity & Goal	Tool	
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Instructions	Risk & Risk Mitigation	
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Activity & Goal	Tool	
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Instructions	Risk & Risk Mitigation	
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Activity & Goal	Tool	
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Instructions	Risk & Risk Mitigation	
Meeting Model/Who is where?		

Satellite: one or few remote users





Nubula: whole team is dispersed