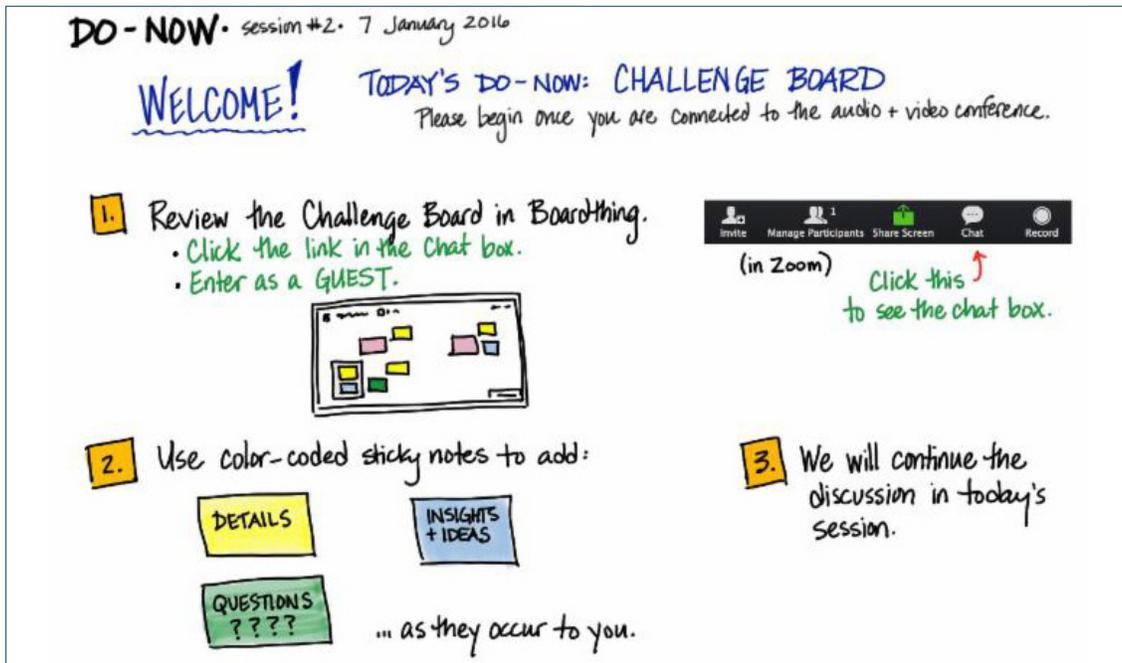


## Virtual Collaboration Best Practice

### DO-NOWs

**Objective:** Give people something to do while they gather on a call to help them focus on the meeting topic.

Here's a way to start your virtual meetings right. Help participants to get into meeting-mode by posting a Do-Now activity that people can work on independently while others get connected and settled in the virtual meeting. This lets people start thinking about the meeting topic, engage in work on their own, and be ready to start once the Do-Now is over.



**DO-NOW** • session #2 • 7 January 2016

WELCOME! TODAY'S DO-NOW: CHALLENGE BOARD  
Please begin once you are connected to the audio + video conference.

1. Review the Challenge Board in Boarding.  
• Click the link in the chat box.  
• Enter as a GUEST.

(in Zoom) Click this ↑ to see the chat box.

2. Use color-coded sticky notes to add:  
 DETAILS  
 INSIGHTS + IDEAS  
 QUESTIONS ????

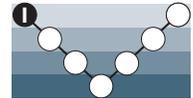
3. We will continue the discussion in today's session.  
... as they occur to you.

#### Steps:

1. Post instructions on a slide that you share in your web-conferencing environment.
2. As people join, welcome them by audio and ask them to confirm that they can see the Do-Now instructions you are sharing. Ask them to start on the Do-Now once they are properly connected.
3. While people work on the Do-Now, you are free to welcome new participants and assist anyone who is having trouble connecting.

#### Ideas to Try:

1. Have people browse the Explore tab in Flickr and choose a photo that speaks to them, then post the link in the web-conference chat box. Begin the meeting by bringing up each photo on your screen and asking the person who chose it to say why they liked it.
2. Ask participants to look around their workspace and remove one distraction. They might shut the door, hang a sign saying they are in a meeting, turn off their phones, or close email.
3. Create a document in a shared editor such as Google Docs or Google Sheets. Write a prompting question related to today's topic. Ask everyone to respond to the question in the shared document, then bring it up for discussion once the meeting starts.



#### Stage:

1—Orientation

#### Time:

5–10 min.  
(beginning five minutes before meeting starts)

#### Tips:

Keep the activity and topic related to the meeting's purpose, or design an icebreaker-type activity that will be useful in helping people connect with one another.

Be sure to integrate the results of the Do-Now into the meeting in some way. Otherwise, it feels like busywork.

Make sure the instructions are simple and clear enough that everyone can work on the Do-Now without needing your assistance.