

Making the Most of the Huddle Virtual Office

Huddle Feature	Purpose	Suggestions on When to Use the Feature	Alternatives to the Feature	Tips....
People in my workspace	Provides a list of who is in our Project Team	Great to see who is on the team Want to send a private message to some one	You can e-mail by clicking on the e-mail link beside their name	When using e-mail, try tagging your subject line with VTeamToP: subject. This allows for easy filtering of e-mail Also, you can cut and past the e-mail into the Discussion or White Board area as required.
Overview	Summary of activities in the Huddle with the most recent items at the top of the list. Includes a RSS and a iCal Feed	This is the one place to visit to get a sense of activity in the Huddle Workspace.	No real alternative to this area of Huddle	Use the RSS feed and the iCal feed to keep up on the activities in Huddle. Click on the RSS Feed and add the feed to your favourite RSS Reader. Click on the iCal Feed and add it the working calendar of your choice.
Whiteboards	Like a whiteboard in real life, this is design to share ideas and add ideas in one work space.	Use the white board as a “one write” to get a concept out to the members of the group.	If you are building a shared document, the best alternative is to “ Create an Office Document ” and allow people to edit the document.	This is a great area to create an agenda by collaborating with the members of the team
Tasks	This feature allows you to task an individual, small group or the entire team.	When you are asking someone or a group to do something, please use the Task Feature. This will eliminate e-mail request and provide a history on the status of activities.	Outlook Task Feature is something you can use on your machine to ask a member to complete a task. However, for the purpose of the project, please use the Huddle Task Feature to ensure everyone knows what is taking place.	Tasking is a very power way to build teams and support work.. If you are thinking of sending an e-mail to ask someone to do something, please consider using Task in Huddle. Also, avoid checking off everyone for a task. If the five tasks required six different groups, enter five tasks and be specific about the individuals required. This supports excellent tracking.
Discussions	This allows you to either start or participate in a conversation about a topic.	The discussion area is great area for people to share their insights and ideas on a specific topic. The strength of the feature is the ability to see the comments and insights of everyone in one place.	Outside of Huddle, you can use the Skype Discussion Tool. Once the conversation is over, you can cut and past the entire conversation into the Huddle Discussion area for people to see and comment on for additional input.	In keeping with the ToP Conversation, it is helpful if the person starting the conversation provides the topic, rational and experiential aim as well as the concrete starting point (e.g., website link, copy of a paper, experience, etc) Then walking through ORID, the reader will know why the discussion started and how to participate by sharing their thoughts.
Files	A place where you can store files (e.g., MS Word, Power Point, etc) so members of the team can either read the file or update it.	The file space is important to support easy access to reports and documents by the whole team. You can create files inside Huddle using “ Create an Office Document ”. This is a helpful feature if you are on the road.	You can create any file you need on your own computer and then upload it Huddle. It is important to note if you create a file in a unique program (e.g., Mindjet), the members of the team may not be able edit the file in the Huddle space.	If you think the members of the team cannot open a file, consider converting the file to PDF. The upload the PDF file to the Huddle workspace. This will enable everyone to see the file.
Meetings	The “Team Calendar” enables everyone to see team and small working group meeting dates.	Use this tool to invite one or more individuals to a specific meeting.	If you are not sure of the meeting date, you can use Meeting Wizard to “figure out the date.	Meeting Wizard is free and very simple to use. A great tool to help establish the meeting date first. Then once the date is settled, post the final meeting date in Huddle.
People	A listing of the team members profiles	This is a great space to make sure your profile is up to date so other team members know about you.	One alternative I like to the profile is LinkedIn. LinkedIn is a free service that allows you to build a solid resume and get support from colleagues on your experience in facilitation.	You can put your LinkedIn information into your profile by putting the LinkedIn URL in the line called, “Personal Website” (in contact details). Also, if you a Twitter user, add your Twitter link in the “Personal Address” as the last line

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