### **MEETING MINUTES**

#### IAF 2010 ADOBE ACROBAT CONNECT PRO TEAM, DECEMBER 9, 2009

What are important criteria for selecting our tool?

Wow factor
User friendly
Easy for participants to learn
Good support
Low/no cost for participants
Reliable
Flexible
A tool they can learn as a facilitator



# **DECISION**

Single platform is best Adobe Acrobat ConnectPro will be the too Use the call in from Adobe Therefore, no Maestro Conference



#### **VICTORY**

- Everything works, or Plan B enables us to move forward
- We look and feel competent as virtual facilitators
- We will have explored all the dimensions of this product as it relates to Consensus Workshop
- Workshops produce a WOW factor and buzz about ToP at IAF
- We become the go-to people training our colleagues around the country (for money!)

#### **LAUNCH STEP**

Name a weekly meeting date/time Tuesday Evenings at 8:00 -- 9:00 PM Starting with December 15th!

#### **RESOURCES NEEDED**

\$500 to buy a license Share it if we can Committed Time

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What key actions can we take to prepare ourselves for the IAF 2010 conference?				
DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
Go online and do the Adobe tutorials so that each of us needs to learn the tool in-	Weekly session where we practice with each other	Weekly session where we practice with each other	Weekly session where we practice with each other	Weekly session where we practice with each other
depth to configure  Buy a license for Adobe Connect Pro	Give each other feedback for improvement	Give each other feedback for improvement	Give each other feedback for improvement	Coordinate final details  Do the IAF Session
Set up Huddle site for storing key learnings	Find other groups with whom to try our expertise (polish our skills with other	Write out script for the two pre-conference sessions	Practice dry run with several groups to work out the bugs	Have a Celebration in Chicago!
Track our insights and teachable moments, for the course we'll	beginners)  Demonstrate to our	Host our next Virtual team meetings	Participant invitation (giving instructions)- Use with practice dry	
teach later	local team mates	Cross train amongst 3 technologies	runs in March	
Plan times for our sessions and assign roles	Rotate our roles for each session to learn all the parts	Create documentation for April session		
	Apply the Kaleidoscope design process to make it WOW!			