

<p>Rational Aim: Engage whole TTN Virtual Team in changing/improving/embracing/approving 2010 Team Charter & division into Work Stream sub-groups</p>	<p>Experiential Aim: All team members feel committed and energized to Charter work in 2010 and volunteer for work stream sub-groups</p>
<p>Set-Up</p>	<p>Ester Mae created the invitation to the meeting – sent e-mail on February 2 Follow-up email on February 3 asking people to download the Charter document URL for Adobe Acrobat Connect Pro: http://top.acrobat.com/topvirtualteam/ Ester Mae & Sheila set up as hosts – all others are participants</p> <p>Call in Number for MaestroConference (Sheila & Ester Mae’s shared account) - +1 (530) 216-4294</p> <p>Pin Numbers –</p> <p>Ester Mae Cox 477023</p> <p>Jo Nelson 442546</p> <p>Sheila LeGeros 310179</p> <p>Alisa Oyler 413946</p> <p>Catherine Tornbom 471318</p> <p>Cheryl Kartes 394109</p> <p>Danny Mittleman 491763</p> <p>Doug Druckenmiller 442074</p> <p>Eunice Shankland 378602</p> <p>Irina Fursman 424473</p> <p>Jahn Ballard 337080</p> <p>Jean Watts 474717</p> <p>Jerry Mings 450221</p> <p>John Epps 490563</p>

	<p>Nadine Bell 308867 Penny McDaniel 470914 Regina Rowland 479962 Sue Laxdal 316479 Sunny Walker 343533 Suzanne Esber 437882 Wayne Nelson 388299</p> <p>Re-sent the log-in information on February 3 – and asked for team to download and print out copy of the Team Draft Charter</p> <p>Catherine Tornbom, Jerry Mings, Penny McDaniel – all have indicated they may be latecomers to the meeting – Jerry specifically asked for us not to fuss about his “connection issues” if there are any.</p>		
<p>5:30</p>	<p>Connect and be online – check connections – audio – last minute changes Run Audio Set-Up Wizard in Adobe Have Maestro Open & Operating Pre-Meeting Ritual Checklist (not completed)</p>	<p>Sheila & Ester Mae</p>	<p>Team Charter Focus Conversation Action Plan samples</p>
	<p>Contingency plan review if documents are not able to be uploaded in Adobe</p>	<p>Ester Mae & Jo</p>	
<p>5:45</p>	<p>Start checking in team members as soon as they start to be online</p>	<p>Sheila – Main Ester Mae - Assist</p>	

6:00	<p>Welcome remarks – Thanks for promptly calling in before the hour Ester Mae will serve as chair tonight – Jo is with us virtually from Toronto Sheila from our team is my technology facilitator tonight</p>	Ester Mae	WELCOME LAYOUT
6:01	Adobe Connect Pro Technology Introduction	Sheila	WELCOME LAYOUT
6:05	<p>On this layout you will see a pop-up window from a welcome map widget. Type in just your city/state, or city/province, and it will map them correctly. You can use the +/- dial to zoom in or zoom out the map. This gives us a sense of where we are located as a team in the world.</p> <p>Get-Acquainted Activity – Answer 3 questions - As an introductory exercise, let's each of us Tweet at the 140- word level.</p> <ol style="list-style-type: none"> 1) Your name 2) Where you live 3) Something you'd like us to know about a recent facilitation experience (as a participant or facilitator) 	Ester Mae	CHECK-IN LAYOUT
6:15	Quick Review of Agenda		CHECK-IN LAYOUT

<p>6:16</p>	<p>Introduce Focus Conversation –</p> <ul style="list-style-type: none"> • Jo & I created 2010 Draft Charter based on what we heard in St Paul at the TTN meeting <p>Is there anyone who was unable to get a copy of the Charter printed ahead of the meeting? – [Prompt if needed how to download the document from this share pod]</p> <ul style="list-style-type: none"> • Experiment with a virtual rendition – hope you are willing to test it out with us <p>(Show the Focus Con Layout only briefly to indicate we have it written in more standard format)</p>	<p>Ester Mae</p> <p>If prompting downloading, & forget – ask Sheila</p>	<p>2010 TEAM CHARTER LAYOUT & <i>briefly (passing glance)</i> FOCUS CON LAYOUT</p>
	<p>Tonight we’re asking you to individually answer questions in each pod & we’ll then reflect briefly at each level</p> <ul style="list-style-type: none"> • 2 questions – What are some of the main ideas (key points) in the 2010 Charter? & What do you need to have clarified about the 2010 Charter? Ask Jo to Read These Aloud • Use 1-2 minutes to fill in your answers; Note there is a clock to synchronize us - it allows people to self-pace their work. • Type your answer in the box near the bottom of the pod and hit “ENTER” or “RETURN” or check the small box to the right to send your response to the chat above – Let’s start and we’ll give you just a couple of minutes to jot your ideas in these chat pods 	<p>Ester Mae</p>	<p>OBJECTIVE LAYOUT</p>

	<ul style="list-style-type: none"> • Take 1-2 minutes and speed read others’ responses • What caught your eye in these O Level questions and responses? 		
6:25	<p>Repeat for Reflective Layout – 3 questions</p> <p>Ask Jo to Read These Aloud</p> <ul style="list-style-type: none"> • What is compelling about the Charter’s identified work? • What might keep you up at night? • What images are triggered for you? <p>• Type your answer in the box near the bottom of the pod and hit “ENTER” or “RETURN” or check the small box to the right to send your response to the chat above – Let’s start and we’ll give you just a couple of minutes to jot your ideas in these chat pods</p> <ul style="list-style-type: none"> • Take 1-2 minutes and speed read others’ responses • What caught your eye in these R Level questions and responses? 	Ester Mae	REFLECTIVE LAYOUT
6:33	<p>Repeat for Interpretive Layout – 3 Questions</p> <p>Ask Jo to Read These Aloud</p>	Ester Mae	INTERPRETIVE LAYOUT

	<ul style="list-style-type: none"> • What is missing in the 2010 Charter? • What is the impact that this team’s work will make to the world? • How will these listed work streams help us accomplish the goals of the project? <p>Possible Work Streams are listed in the middle column (lower half) of the Charter</p> <ul style="list-style-type: none"> • Type your answer in the box near the bottom of the pod and hit “ENTER” or “RETURN” or check the small box to the right to send your response to the chat above – Let’s start and we’ll give you just a couple of minutes to jot your ideas in these chat pods • Take 1-2 minutes and speed read others’ responses • What caught your eye in these I Level questions and responses? 		
6:41	<p>Decisional Level – Which team/work stream would you like to put effort toward in 2010?</p> <p>Jo – Could you briefly explain what you remember we talked about when we created these Work Stream titles? (If not already done in previous layout)</p> <ul style="list-style-type: none"> • Are additional pods needed for suggested work streams? (Sheila to create on the fly) • Participants write names into pods (self-select • Bring into “hidden” pod (Additional Decision Level Questions) to answer questions about how often we meet, etc 	<p>Jo</p> <p>Ester Mae</p> <p>Sheila</p>	<p>DECISIONAL LAYOUT</p>

	<p>Take time to get responses to these questions. Sheila will document decisions</p> <ul style="list-style-type: none"> • Who is willing to champion the sub-groups? • How often will the whole team need to meet? Monthly? Quarterly? Other? • When does this whole group need to meet next? (Team total is 21 people) • What do we need to have by then? 	<p>Sheila</p>	
<p>6:50</p>	<p>ACTION PLANNING</p>		
	<p>Learning from 2009 – dividing up work</p> <ul style="list-style-type: none"> • Willing to help each other • Can put your name on more than one team, but be cautious about signing up for all the teams <p>This is our proposal – Work Stream groups meet virtually in February – Create Action Plan – and POST the action plans to Huddle by March 1 –</p> <ul style="list-style-type: none"> • Format for the Action Plan – You choose – • We’re offering 3 choices – • SP (Single-page) Action Plan (Show layout) • CA (Canada) Action Planning (Show layout – several pages of Powerpoint slides) • TFM Manual format • Help each other virtually facilitate our action planning <ul style="list-style-type: none"> • I will post the single-page Action Planning template in a WORD document on Huddle; and the Canadian Action 	<p>Ester Mae</p>	<p>SP ACTION PLANNING CA ACTION PLANNING</p>

	<p>Planning template & instructions will be in PowerPoint format on Huddle.</p> <p>What questions are there?</p>		
6:55	Reflection & Next Steps		
	<ul style="list-style-type: none"> • 3 questions • What worked well? • What could have gone better? • What is your next step? 	Ester Mae	DISCUSSION/NEXT STEPS LAYOUT
6:59	<p>THANK YOU</p> <p>Be in touch if you need help facilitating your work stream</p>		