

ToP Virtual Knowledge Team Meeting 5/21/09

1. Experts to Contact

- Jerry Mings - Penny, Ester Mae
- Nancy White - Sheila, Eunice
- Anne Sturdivant - Sheila, Sunny
- Dan Mittleman - John, Penny
- Cindy Maag - Sheila, Sunny
- Doug Druckenmiller - Gordon, John
- Mike Katagiri - Gordon, Penny
- Dana Sednek - Penny, Eunice
- Joan Eisenstodt - EsterMae, Eunice
- LaDonna Coy - Ester Mae, Sunny

See Huddle for Contact Information

See Group Mind for Questions

Recording Process? - The team will take notes for all interviews
Sheila will record the call with Nancy White with her permission

Deadline to complete interviews? - Done by end June
New node

3. Brainstorm Strategies for team members to get more experience with virtual facilitation

- WoW ICA Tues. 26 May 3PM (central) - Eunice & Sheila
- Prep for Denver ToP ICA planning -- Mindmeister
- Getting ToP colleagues involved in virtual meetings
- One page bullet report summary of experiences - Gordon will create a template for us
- Take notes in virtual meetings we attend re what works and what doesn't

2. Discuss should the knowledge team and technology team become one team again?

There are overlapping Concerns between the two teams

There's lots of experience in facilitating virtually that we need access to: Achitecture of meeting practical preparation for facilitating virtual meetings, etc.

4. Wrap Up

1. Next Knowledge Team Mtg. June 29, 2009 6:30 MDT
2. We will converge and diverge with the Technology team as seems appropriate
3. Sheila will see if Danny is able to share his presentation with us prior to Tech Team Meeting in Toronto in June
4. Sheila will organize a Virtual Meeting between the Tech and Knowledge Team during the Tech Team meeting in Toronto in June
5. The interview teams will work together to interview the experts. The goal is at least one interview per team member by our June 29th Meeting but more if possible.
6. The Knowledge Team will continuously look for opportunities to facilitate virtual meetings and document what works and what didn't for meeting we facilitate or participate in.

