ICT-TEX course on Digital skills

Topic 3: Tools for Business Digitalization

3.2. ONLINE MEETINGS

These slides are part of the Topic 3 on *"Tools for Business Digitalization"* of the course on Digital skills in Textile and clothing industry.

Check also the other themes in this topic:

- 3.1. Cloud platforms
- 3.3. Social media

Contents

- [Online meetings](#)

- [Streaming vs Online meeting rooms](#)

- [Tips for organizing an online meeting](#)

Online meetings

- Online meeting rooms allow for a group of people to meet, talk and see each other while standing in front of their computers at different geographic locations
- Online meetings have a number of benefits
  - Increased communication ability
  - Time and cost effectiveness
  - Possibilities for higher attendance rate

Online meetings

- Despite the benefits, there are also some disadvantages
  - Decreased social and personal contact
  - Potential attendance problems in case of a bad internet connection
  - Security risk when sharing information online
  - Risk of failed meeting if online resource are not planned well

Bear in mind before organizing the meeting

- Number of attendees
  - If you expect more than 100 attendees, consider using paid service or streaming over the web
  - Large meeting may also require moderators in order to manage rights to speak or deal with accidentally unmuted microphones

- Presenters
  - Check whether the platform you choose for online meetings have a dedicated presenter role
  - Make sure to give presenter rights to the relevant people only

Streaming vs Online meeting rooms

- Streaming is more like TV – attendees cannot speak, they can only watch a meeting you broadcast to them

- Some streaming services have a delay between the broadcaster and what attendees see

- In online rooms all attendees may take part of the meeting and participate in discussions

Popular online meeting room platforms

- Zoom

- Google Meet

- Microsoft Teams

- Jitsi

- Cisco Webex

- Youtube
  - Suitable for streaming

Tips for organizing an online meeting

- Consider sending out a survey to organize the meeting
  - You may use Doodle to decide the exact date and time of the meeting
  - Send an electronic survey form for to decide additional matters or help better to collect attendee requirements and expectations
- Most popular tools for making an electronic survey forms are:
  - Google forms
  - MS forms
  - Survey Monkey

Tips for organizing an online meeting

- You may to options to send the meeting link
  - Via a calendar service, so it will be integrated with participants calendars as well
  - Via email as an URL-link
    - Consider using an URL shortener (like [BitLy](#)) if the link is too long and spreads on more than half a line

References

- This course presentation has reused contents from the following sources:

  – Sommerville, I. (2020). Engineering Software Products: An Introduction to Modern Software Engineering. Pearson. Chapter 5: Cloud-based Software

  – Advantages and Disadvantages of Online Meetings, https://myownconference.com/blog/en/advantages-disadvantages-online-meetings/, last visited: April 2021

CONTACTS

Coordinator:

Technical University of Sofia

Project coordinator:

assoc. prof. Angel Terziev, PhD

aterziev@tu-sofia.bg

Web-site: ICT-TEX.eu

Author:

Assoc. professor Aleksandar Dimov

Sofia University "St. Kliment Ohridski"

aldi@fmi.uni-sofia.bg

Contributors:

Reni Radkova, Radostina Mihaleva

Sofia University "St. Kliment Ohridski"

{renird, rimihaleva}@fmi.uni-sofia.bg