

**September 2020 Learning Institute Breakout Session Notes**

**Session Title**: Creating Effective and Engaging Online Task Force Meetings

**Session Number**: Skills Session D

**Main session takeaways (no more than 5)**

1. There are benefits and drawbacks of virtual meetings, but you can make them work.
2. It’s helpful to be clear with meeting or Task Force participants about their role in the implementation and decision-making process—people want this to be clear. The ladder of engagement can help people understand their role.
3. Participatory processes take more time virtually, be realistic about this when designing agendas.
4. Several tools for engagement shared—chat storm (have everyone type an answer into chat and hold off sending until you say to send), use breakout rooms, use a collaborative document such as google docs

**Resources shared**

Google Docs, Jamboard

MURAL

Technology of Participation facilitation

**Resources needed**

None