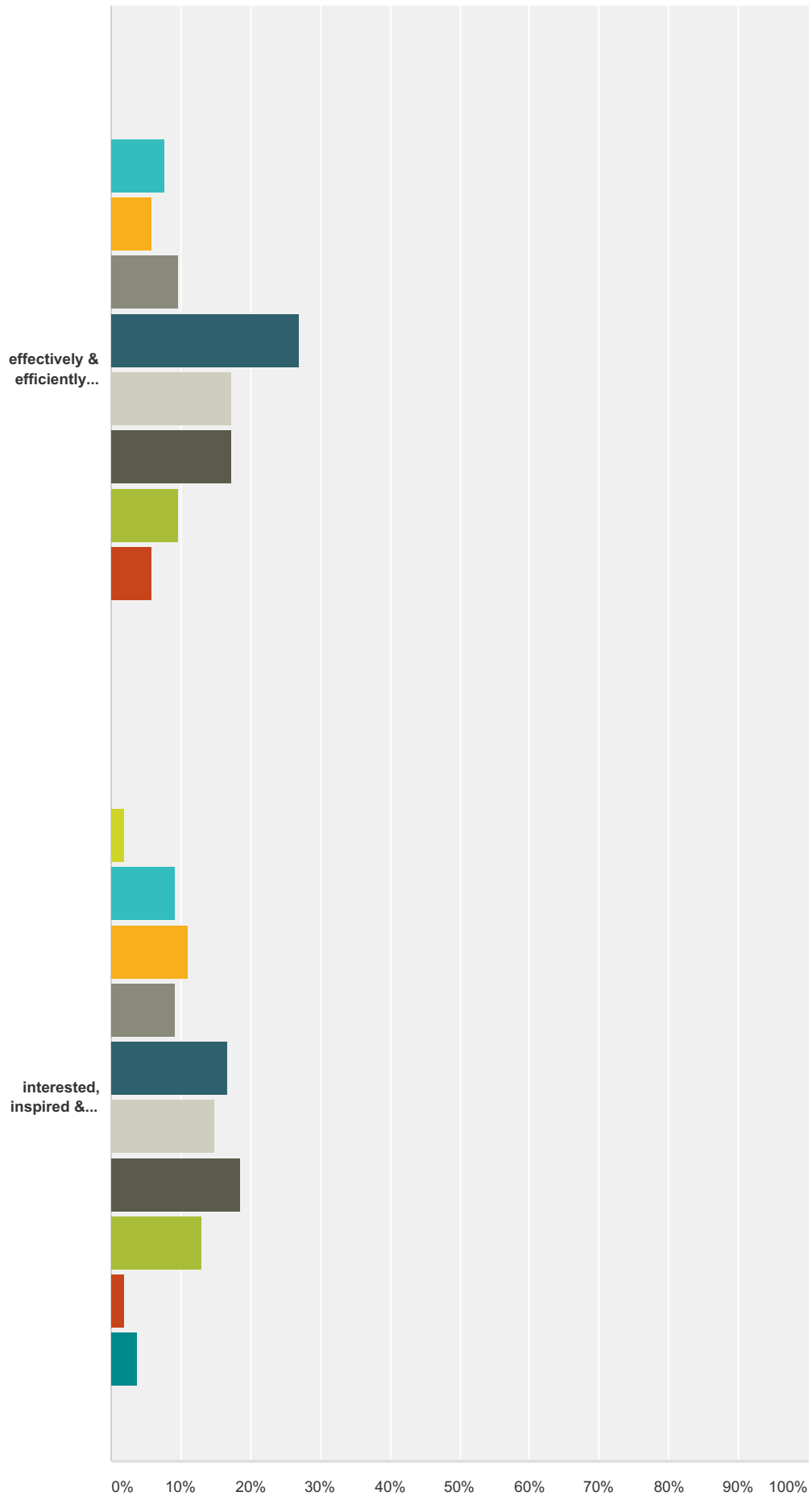Virtual Meetings Best Practice

Q1 On a scale of 1 to 10, please rate how..

Answered: 56   Skipped: 0

Virtual Meetings Best Practice

■ Low   ■ (no label)   ■ (no label)   ■ (no label)   ■ Average   ■ (no label)
■ (no label)   ■ (no label)   ■ (no label)   ■ High

	Low	(no label)	(no label)	(no label)	Average	(no label)	(no label)	(no label)	(no label)	High	Total
effectively & efficiently Virtual Team Meetings are currently run	0.00% 0	7.69% 4	5.77% 3	9.62% 5	26.92% 14	17.31% 9	17.31% 9	9.62% 5	5.77% 3	0.00% 0	52
interested, inspired & motivated you feel during Virtual Team Meetings currently	1.85% 1	9.26% 5	11.11% 6	9.26% 5	16.67% 9	14.81% 8	18.52% 10	12.96% 7	1.85% 1	3.70% 2	54

Q2 List the three most significant things which you think make current Virtual Team Meetings not as efficient, effective, motivational, inspiring and interesting as they could be.

Answered: 55   Skipped: 1

Answer Choices	Responses	
1	**100.00%**	55
2	**92.73%**	51
3	**81.82%**	45

#	1	Date
1	use of different software for virtual meetings	8/21/2015 2:11 AM
2	unprepared participants	8/18/2015 4:24 PM
3	missing personal contact	8/17/2015 6:31 PM
4	too many attendents (at least vor VCs) make the GUI cluttered	8/17/2015 5:41 PM
5	poor sound quality	8/13/2015 5:14 PM
6	"technology" not working properly	8/12/2015 11:18 AM
7	low team preparation for the meeting in advance	8/11/2015 2:30 PM
8	low voice or video quality	8/11/2015 11:36 AM
9	Time zones makes it sometimes impossible to join	8/11/2015 10:59 AM
10	ability to engage participants to be active	8/10/2015 3:49 PM
11	Frequency. Too frequent	8/10/2015 3:34 PM
12	Lack of direct contact	8/10/2015 1:06 PM
13	Bad internet connections/inability for participants to connect	8/10/2015 1:06 PM
14	lack of interaction	8/10/2015 12:30 PM
15	used media - collaboration tool	8/10/2015 11:35 AM
16	attention of participants	8/10/2015 11:23 AM
17	people not prepared = meetings run on too long as a result	8/10/2015 9:41 AM
18	One or more of the participants can't get the VC_session working/stable	8/10/2015 8:56 AM
19	Mix of equipment / standards	8/10/2015 8:36 AM
20	quality of the videoconference	8/10/2015 7:12 AM
21	POOR COMM INFRASTRUCTURE	8/8/2015 8:25 PM
22	Limited ability to have variety of interactions	8/8/2015 10:21 AM
23	lack of focus	8/7/2015 4:27 PM
24	Sound quality is often low	8/7/2015 4:08 PM
25	Hard to get all of the people to attend the task meeting	8/7/2015 4:03 PM
26	people nut using mute - lack of a forced mute for organiser	8/7/2015 2:58 PM
27	facial contact	8/7/2015 1:52 PM
28	Audio time lag	8/7/2015 1:05 PM
29	There are no possibility to talk one to one at time to time without involving all participant.	8/7/2015 12:17 PM
30	Bad connection	8/7/2015 11:15 AM

31	Noise pollution	8/7/2015 11:06 AM
32	VC (the technology) does not really lend itself to open informal discussion/brainstorm	8/7/2015 10:28 AM
33	Struggle to get connected, always	8/7/2015 10:22 AM
34	Often there is some sort of connection failure for at least one participant, which in worst case scenarios lead to all participants moving to an alternative virtual meeting platform	8/7/2015 9:52 AM
35	Lack of engagement	8/7/2015 9:43 AM
36	In some teams too many participants who would like to say a word	8/7/2015 9:31 AM
37	Low commitment of members	8/7/2015 9:27 AM
38	poor connection quality	8/7/2015 9:22 AM
39	People don't participate/talk that much, usually only task leader and very few other persons talking	8/7/2015 9:01 AM
40	lack of adequate preparation	8/7/2015 8:45 AM
41	problems with sound level of particpants	8/7/2015 8:35 AM
42	Lack of customized VC app	8/7/2015 8:35 AM
43	mostly bad video/sound quality	8/7/2015 8:33 AM
44	Quality of voice	8/6/2015 11:55 PM
45	proper microphone and camera placement for participants (to be well seen and to be well heard)	8/6/2015 10:51 PM
46	Regular meetings for no reason, no news no meeting	8/6/2015 6:42 PM
47	unfamiliarity with tools used	8/6/2015 6:38 PM
48	Members not turning up or turning up late	8/6/2015 5:38 PM
49	when the audio-video is poor	8/6/2015 5:32 PM
50	bad audio	8/6/2015 5:30 PM
51	people NOT muting their MICs when NOT talking	8/6/2015 5:00 PM
52	lack of visual connections	8/6/2015 5:00 PM
53	No one platform where agenda and notes are kept	8/6/2015 4:53 PM
54	Can be more difficult to get a point across	8/6/2015 4:52 PM
55	Audio quality.	8/6/2015 4:47 PM
#	**2**	**Date**
1	bad connection	8/21/2015 2:11 AM
2	organiser/moderator loses the control over timing	8/18/2015 4:24 PM
3	technology issues	8/17/2015 6:31 PM
4	lack of a local copy of visual material discussed	8/13/2015 5:14 PM
5	It's never the same as face to face	8/12/2015 11:18 AM
6	badly structured or managed meeting	8/11/2015 2:30 PM
7	participant not aware or ignoring VC etiquette	8/11/2015 11:36 AM
8	Quality may be low so recognising people is difficult	8/11/2015 10:59 AM
9	technological barriers (low voice/video quality)	8/10/2015 3:49 PM
10	Very widespread. They try to address very big tasks. Most of the time just idle listening	8/10/2015 3:34 PM
11	Bad communcattiosn technology (e.g. bad video/audio, no echo cancallation)	8/10/2015 1:06 PM
12	Lack of agenda/actions circulated	8/10/2015 1:06 PM
13	too much focus on people sitting in the Cambridge VC room	8/10/2015 12:30 PM
14	no meeting plans	8/10/2015 11:35 AM
15	technology less than reliable	8/10/2015 11:23 AM
16	too many people on call	8/10/2015 9:41 AM
17	Poor sound/video for one or more of the participants	8/10/2015 8:56 AM

18	Reliability (people dropping in and out)	8/10/2015 8:36 AM
19	quality of sound	8/10/2015 7:12 AM
20	Moderator / tutor can't get the necessary feedback from auditorium	8/8/2015 10:21 AM
21	too low priority	8/7/2015 4:27 PM
22	Support for "body language"-type of feedback (nodding, facial expressions) is zero	8/7/2015 4:08 PM
23	No official tool/aplication (so I have 7-8 vconf app installed)	8/7/2015 4:03 PM
24	Lack of calendar integration	8/7/2015 2:58 PM
25	punctuality	8/7/2015 1:52 PM
26	Poor content synchronization	8/7/2015 1:05 PM
27	Failure to respect the speaking time	8/7/2015 11:15 AM
28	Too many participants	8/7/2015 11:06 AM
29	Difficult to strike the right balance between formal and informal	8/7/2015 10:28 AM
30	Too long discusions about u important matters	8/7/2015 10:22 AM
31	Sound is usually pretty bad for several participants which makes their participation difficult	8/7/2015 9:52 AM
32	External disturbances	8/7/2015 9:43 AM
33	Difficult to handle if a specific topic needs more detailed discussion	8/7/2015 9:31 AM
34	Limitations of skype group videoconf - not always all of us can connect	8/7/2015 9:27 AM
35	Not all of members are interested with the topic of the meeting	8/7/2015 9:22 AM
36	Static agenda?	8/7/2015 9:01 AM
37	lack of live demos	8/7/2015 8:45 AM
38	notes tool not convenient to edit, read	8/7/2015 8:35 AM
39	Lack of real time team communication	8/7/2015 8:35 AM
40	in f2f meeting it's easier to understand if not a native english speaker	8/7/2015 8:33 AM
41	participant should mute their mic if not used (or they are in a noisy environment)	8/6/2015 10:51 PM
42	Poor planning	8/6/2015 6:42 PM
43	unreliable vc tools	8/6/2015 6:38 PM
44	always need to see slide set from participants	8/6/2015 5:38 PM
45	when the bandwith is poor	8/6/2015 5:32 PM
46	aka the need of mandatory FUNCTIONING HEADSET (in capitals!!!)	8/6/2015 5:30 PM
47	people with audio+video on and some people only with audio	8/6/2015 5:00 PM
48	shared workspaces running effectively	8/6/2015 5:00 PM
49	Invites and docs to meeting are send late	8/6/2015 4:53 PM
50	Technological problems (audio, connectivity etc)	8/6/2015 4:52 PM
51	VC usually in the place where there is office desk.	8/6/2015 4:47 PM
#	3	Date
1	difficulties in finding the right time, which suits to all participants	8/21/2015 2:11 AM
2	no conclusions	8/18/2015 4:24 PM
3	participants in their own siloses	8/17/2015 6:31 PM
4	VC software on laptop fails to connect (properly)	8/13/2015 5:14 PM
5	technical problems (connection, noises, echos etc.)	8/11/2015 2:30 PM
6	participants do not know each other well enough, or have opposite views on the topic	8/11/2015 11:36 AM
7	First meetings are better f2f to familiarize with people	8/11/2015 10:59 AM
8	easy to launch	8/10/2015 3:49 PM
9	Too many people in the meeting	8/10/2015 1:06 PM

10	Very difficult to find dates that all participants can make- takes a lot of time	8/10/2015 1:06 PM
11	tardiness, unreliability	8/10/2015 11:35 AM
12	not suitable for meetings > 2 hours and >10 people	8/10/2015 11:23 AM
13	some have agendas, others do not	8/10/2015 9:41 AM
14	Quality of sound and video	8/10/2015 8:36 AM
15	browser problems	8/10/2015 7:12 AM
16	Influences of external factors - quality of multimedia, communication noise, ability / knowledge how to use VC specific features, etc.	8/8/2015 10:21 AM
17	no sense of urgency	8/7/2015 4:27 PM
18	Sharing and browsing info (slides, web pages) is not out-of-the-box	8/7/2015 4:08 PM
19	Some people get lost during the meeting (doing something else)	8/7/2015 4:03 PM
20	lack of an agreed common system e.g. skype, rendeavous	8/7/2015 2:58 PM
21	attendance	8/7/2015 1:52 PM
22	Video quality & connection problems	8/7/2015 1:05 PM
23	Unscripted	8/7/2015 11:15 AM
24	network problems or latency	8/7/2015 11:06 AM
25	People not attending (without notice)	8/7/2015 10:28 AM
26	Not always clear what has been agreed in meetings	8/7/2015 10:22 AM
27	Sharing of material (files, slides etc) during meetings should be a must! That makes the meeting more interesting and engaging	8/7/2015 9:52 AM
28	Lack of preparation	8/7/2015 9:43 AM
29	Difficult to understand what was said and to remember who said what	8/7/2015 9:31 AM
30	Not clear which tool to use for what	8/7/2015 9:27 AM
31	No agenda of the meeting	8/7/2015 9:22 AM
32	Technical problems of single participants (like mic volume too low), people joining too late	8/7/2015 9:01 AM
33	lack of meeting notes	8/7/2015 8:45 AM
34	easily distracted from screen	8/7/2015 8:33 AM
35	participants with inproper echo canceling clients should use headphones instead of speakers	8/6/2015 10:51 PM
36	Discussion of things not requiring decisions	8/6/2015 6:42 PM
37	lack of consistent/usable document collaboration tools - don't even suggest sharepoint :)	8/6/2015 6:38 PM
38	hard to control meeting and co-ordinate all activities	8/6/2015 5:38 PM
39	when the software need an upgrade at the meeting time	8/6/2015 5:32 PM
40	Gettin a group to communicate at the start of the meeting (testign:'do you hear me', disconnections) all distracting!!!	8/6/2015 5:30 PM
41	connecting difficulties	8/6/2015 5:00 PM
42	regularity and momentum	8/6/2015 5:00 PM
43	People don't stick to decisions if their local interest is not represented	8/6/2015 4:53 PM
44	Not as easy to "bounce" ideas around as in physical face-to-face meetings	8/6/2015 4:52 PM
45	Waiting for participants.	8/6/2015 4:47 PM

Q3 In your opinion, what are the three most significant things which make Virtual Team Meetings more efficient, effective, motivational, inspiring and interesting?

Answered: 55   Skipped: 1

Answer Choices	Responses	
1	**100.00%**	55
2	**83.64%**	46
3	**56.36%**	31

#	1	Date
1	a good moderator or leader of the meeting	8/21/2015 2:11 AM
2	clear agenda	8/18/2015 4:24 PM
3	no need to travel	8/17/2015 6:31 PM
4	ad-hoc, skype chat room like	8/17/2015 5:41 PM
5	ability to have collective inputs with minimum travel	8/13/2015 5:14 PM
6	perhaps dimension - make sure that groups not "too big"	8/12/2015 11:18 AM
7	no need for time-consuming travel	8/11/2015 2:30 PM
8	participants know how to use and behave on a " Virtual Meetings" (the meeting is real, not virtual :))	8/11/2015 11:36 AM
9	It's quick to set up	8/11/2015 10:59 AM
10	focus on direct communication instead of virtual channels (like chats)	8/10/2015 3:49 PM
11	Be concise	8/10/2015 3:34 PM
12	Good agenda	8/10/2015 1:06 PM
13	Discipline i.e. agenda, actions and completing work that's been committed to	8/10/2015 1:06 PM
14	more interactive agenda	8/10/2015 12:30 PM
15	performing collaboration tool - online editing, document archive available ...	8/10/2015 11:35 AM
16	save travel time and costs	8/10/2015 11:23 AM
17	clear objective of call	8/10/2015 9:41 AM
18	The opposite of the above	8/10/2015 8:56 AM
19	No need for travel	8/10/2015 8:36 AM
20	use your own laptop	8/10/2015 7:12 AM
21	NO TRAVEL	8/8/2015 8:25 PM
22	Using the most appropriate, convenient, well known to participants facilities	8/8/2015 10:21 AM
23	that's what I hope to learn...	8/7/2015 4:27 PM
24	See question 2.	8/7/2015 4:08 PM
25	Casual talk at the begging of the meeting	8/7/2015 4:03 PM
26	Good moderator	8/7/2015 2:58 PM
27	facial contact	8/7/2015 1:52 PM
28	Audio quality	8/7/2015 1:05 PM
29	To provide private talk between two person independently from other conversation.	8/7/2015 12:17 PM
30	Existence of a good moderator	8/7/2015 11:15 AM
31	software easy to use	8/7/2015 11:06 AM

32	Direct interaction (as far as is possible) compared to e-mail	8/7/2015 10:28 AM
33	Strong chair, who keeps to the agenda	8/7/2015 10:22 AM
34	The fact we can have a virtual team meeting is a plus on its own	8/7/2015 9:52 AM
35	Clear and to the point	8/7/2015 9:43 AM
36	Easy dialling system on v/c (not to be late or skip it)	8/7/2015 9:31 AM
37	Reliable and easy to use voice/video group connections	8/7/2015 9:27 AM
38	Meeting should be short and addressed to narrow group of people that are interested to participate	8/7/2015 9:22 AM
39	Easy to meet	8/7/2015 9:01 AM
40	adequate preparation of the participants	8/7/2015 8:45 AM
41	video	8/7/2015 8:35 AM
42	VC facilities	8/7/2015 8:35 AM
43	improve sound/picture quality	8/7/2015 8:33 AM
44	ability to exchange regulary	8/6/2015 11:55 PM
45	presenters should use as many tools as possible to explain their opinions (shared screens, interactive drawing interface for designing purposes, etc.)	8/6/2015 10:51 PM
46	Leadership	8/6/2015 6:42 PM
47	lack of need to travel	8/6/2015 6:38 PM
48	Team members showing new ideas	8/6/2015 5:38 PM
49	you can join the meeting from everywhere	8/6/2015 5:32 PM
50	no need to travel, less tired	8/6/2015 5:30 PM
51	connecting easily	8/6/2015 5:00 PM
52	shared goals	8/6/2015 5:00 PM
53	Designated, tidy, inspirational physical rooms with excellent VC technology (large to small)	8/6/2015 4:53 PM
54	Ease of arranging meetings with geographically dispersed team members	8/6/2015 4:52 PM
55	More presentations.	8/6/2015 4:47 PM
#	**2**	**Date**
1	good preparation of the meeting (agenda, inputs, what is expected of participants)	8/21/2015 2:11 AM
2	short discussion with conclusions and tasks identified	8/18/2015 4:24 PM
3	ad-hoc meetings when needed	8/17/2015 6:31 PM
4	brevity	8/17/2015 5:41 PM
5	VC woor well for checking progress	8/13/2015 5:14 PM
6	ensure the interaction and activr participation (somehow)	8/12/2015 11:18 AM
7	global approach	8/11/2015 2:30 PM
8	participants know each other well (e.g. met face-to-face had longer meetings before...)	8/11/2015 11:36 AM
9	People from all over the world can easily join	8/11/2015 10:59 AM
10	Do it only if needed	8/10/2015 3:34 PM
11	Good moderation	8/10/2015 1:06 PM
12	Good/easy connections i.e. not wasting 20 mins trying to connect	8/10/2015 1:06 PM
13	paying more attention to people "outside"	8/10/2015 12:30 PM
14	a clear AGENDA	8/10/2015 11:35 AM
15	can have more, shorter, more effective meetings	8/10/2015 11:23 AM
16	concise, constructive responses	8/10/2015 9:41 AM
17	Quick setup	8/10/2015 8:36 AM
18	easy to set-up	8/10/2015 7:12 AM

19	In addition to the tutorial main stream session creation of specific grouping session covering narrow topics of interest	8/8/2015 10:21 AM
20	We do a lot of separate meetings (sub-team conf.) to keep up	8/7/2015 4:03 PM
21	Video - makes meeting more personal	8/7/2015 2:58 PM
22	punctuality	8/7/2015 1:52 PM
23	Content sharing & collaboration	8/7/2015 1:05 PM
24	To make 3.1 as chart and audio.	8/7/2015 12:17 PM
25	Limited number of people	8/7/2015 11:15 AM
26	screen sharing option	8/7/2015 11:06 AM
27	Ability to gauge body language (to an extent)	8/7/2015 10:28 AM
28	Equal input opportunities for all involved, not 1 person doing most of the talking	8/7/2015 10:22 AM
29	Well structured	8/7/2015 9:43 AM
30	Not too big groups to handle the discussion	8/7/2015 9:31 AM
31	Easy sharing of screen and files	8/7/2015 9:27 AM
32	Good tools for handling the meeting	8/7/2015 9:22 AM
33	more live demos	8/7/2015 8:45 AM
34	chat	8/7/2015 8:35 AM
35	real time communication	8/7/2015 8:35 AM
36	knows how others arge going	8/6/2015 11:55 PM
37	meetings should not last more than 1 hour	8/6/2015 10:51 PM
38	Planning	8/6/2015 6:42 PM
39	pro and con but can multi task more easily if parts of meeting not relevant to individual	8/6/2015 6:38 PM
40	continuous engagement with colleagues	8/6/2015 5:38 PM
41	perfect for distant workers	8/6/2015 5:32 PM
42	being able to plan an activity more at one's own time	8/6/2015 5:30 PM
43	good sound and fluid video	8/6/2015 5:00 PM
44	One platform to publish agenda, notes and actions. Automated submission with actions, timelines etc.	8/6/2015 4:53 PM
45	Others can be brought in at short notice, or during meetings, with ease	8/6/2015 4:52 PM
46	Better VC environment.	8/6/2015 4:47 PM
#	**3**	**Date**
1	good preparation of participant	8/21/2015 2:11 AM
2	prepared participants	8/18/2015 4:24 PM
3	doing the business in "the Internet/modern way"	8/17/2015 6:31 PM
4	bigger diversity, cultural insights, opinions	8/11/2015 2:30 PM
5	participants are aware about the limitations of the meeting in virtual environment and can focus on the topics and results, less on emotions	8/11/2015 11:36 AM
6	Not too many people	8/10/2015 1:06 PM
7	Good chair	8/10/2015 1:06 PM
8	reliability, and discussions on the mailing-list	8/10/2015 11:35 AM
9	agreed actions	8/10/2015 9:41 AM
10	Document and desktop sharing	8/10/2015 8:36 AM
11	energy / cost savings	8/10/2015 7:12 AM
12	Distributing in advance of the proposed for negotiation materials, tutorials included in agenda	8/8/2015 10:21 AM
13	Repeating the Action point at the end of the conference call and writing the "Meeting minutes" and "Action reviews" are important	8/7/2015 4:03 PM

14	Ability to share docs, screens, chat	8/7/2015 2:58 PM
15	attendance	8/7/2015 1:52 PM
16	Overall stability	8/7/2015 1:05 PM
17	Limited time	8/7/2015 11:15 AM
18	Quick to organise, without need for travel	8/7/2015 10:28 AM
19	MoM are very important	8/7/2015 9:43 AM
20	Understandable language (mother tongue, good articulation)	8/7/2015 9:31 AM
21	Agreement on what tool should be used for what purpose	8/7/2015 9:27 AM
22	meeting notes	8/7/2015 8:45 AM
23	team communication	8/7/2015 8:35 AM
24	share with others, help others	8/6/2015 11:55 PM
25	Time	8/6/2015 6:42 PM
26	generates peer pressure to be align with team colleagues	8/6/2015 5:38 PM
27	you have more free time, because you don't need to travel	8/6/2015 5:32 PM
28	improving network, audio and video conditions for developing NRENs	8/6/2015 5:00 PM
29	Course for all to attend on how to best hold virtual team meetings (Creating a common understanding and language)	8/6/2015 4:53 PM
30	Easy to record, useful for referring back to	8/6/2015 4:52 PM
31	Online collaboration	8/6/2015 4:47 PM

Q4 Any other thoughts or comments you would like to share about Virtual Team Meetings?

Answered: 24   Skipped: 32

#	Responses	Date
1	Hard to us a VC to discuss alternate or conflicting positions. F2F often better here.	8/13/2015 5:14 PM
2	VTm must be well structured and managed (best by one person). People should take time and prepere for the Virtual Meeting same as to regular meetings. Best is to have a dedicated conferencing room, not to disturb/or to be disturbed by collegues in offices.	8/11/2015 2:30 PM
3	It would be useful to learn how to be more efficient on virtual meetings and to get more out of the time spent on such meetings.	8/11/2015 11:36 AM
4	I would also be very interested in guidance on how to deal with team meetings specifically for software development (Scrum/Agile sprints)	8/10/2015 1:06 PM
5	team building	8/10/2015 11:35 AM
6	Question, "Does this really require a meeting?" could be raised a bit more. cheers.	8/10/2015 9:41 AM
7	looking forward to the training!	8/7/2015 4:27 PM
8	As for physical meeting, the no of participants influence the meeting efficiency. The fewer the better.	8/7/2015 4:08 PM
9	How to in-force videoconference etiquette (mute mic when not speaking, how to angle camera, do not dress stripe clothing...) should be address at the course.	8/7/2015 4:03 PM
10	It would be good to have a standard solution for virtual team meetings and a GÉANT calendar for meetings	8/7/2015 2:58 PM
11	Virtual teams rarely work unless the mix is right and the levels of management and motivation are rights. Devolved control and lack of it are major issues along with differing priorities and multiple masters	8/7/2015 1:52 PM
12	We have to reach the level of remote service almost equivalent to local meeting. (	8/7/2015 12:17 PM
13	VCs are the optimal suboptimal solution... Nothing beats a real F2F meeting, but you need less of those if you can fill the gaps with virtual meetings.	8/7/2015 10:28 AM
14	Platforms for large-scale collaborative meetings should be better in delivering a good quality of experience.	8/7/2015 9:52 AM
15	I think the meetings need to be recurrent, so people does not disengage from the project	8/7/2015 9:43 AM
16	Not all the topics are relevant for everybody in bigger teams which might be the reason why participation is lower. Counting with good timing regarding different time zones can also be one of the factors.	8/7/2015 9:31 AM
17	in f2f meeting it is easier to listen, in virtual meetings, you get easily distracted by other things, the more, if the speaker is talking about "not so interesting" stuff.	8/7/2015 8:33 AM
18	it might also be interesting that team members have at least one physical meeting at the end of the year for exemple.	8/6/2015 11:55 PM
19	Large Virtual Team meetings take a lot of time to organise and ypu usually need two meeting technologies for everyone to participate	8/6/2015 5:38 PM
20	This is not always true, but sometimes, in order to gain better relationships with co-workers, face to face meetings are very useful.	8/6/2015 5:32 PM
21	I think to have open meetings, one need to know the people in some way. People only open when they known them or when they have experience in similar circumstances. Experience will come when poeple are getting more used to Apps, mobiles, etc, so perhaps experience becomes less important.	8/6/2015 5:30 PM
22	I don't really appreciate laptop-based meetings. Meeting attendants should be isolated, so no background noise is able to disturb the meeting. A system that allows room reservations usually helps (we have that).	8/6/2015 5:00 PM
23	- Course should be followed-up, to keep the knowledge and agreed understanding fresh throughout the lifespan of the SGAs' on how to work together - Shared with new project members	8/6/2015 4:53 PM
24	None.	8/6/2015 4:47 PM