

11:02:48 From Michelle Zamperetti : Michelle Zamperetti is a trainer, facilitator and coach that has been running her own facilitation and training business since January of 2019. She is an executive coach, facilitator and trainer and focuses much of her work on strategy, community health, and equity, diversity and inclusion as well as supporting individual growth and organizational excellence.

11:03:39 From Laurie Dougherty : Please mute if you are not speaking :)

11:04:06 From Laurie Dougherty To Michelle Zamperetti(privately) : Change to presentation mode michelle

11:04:15 From Laurie Dougherty To Michelle Zamperetti(privately) : You are showing the notes slide

11:06:44 From Michelle Zamperetti To Laurie Dougherty(privately) : o

- o Name
- o Role
- o What are you hoping to learn in this meeting today?
- o What is something fun that you are planning to do this summer?
- o What is most important thing that you learned about yourself during the pandemic?
- o You could use these questions to focus on something related to your meeting outcomes

11:06:55 From Laurie Dougherty : Name

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11:07:22 From Michelle Zamperetti : Name

- o Role
- o What are you hoping to learn in this meeting today?
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- o You could use these questions to focus on something related to your meeting outcomes

11:13:20 From Megan Springate : It was a good chance to get to know coworkers a little better in a VERY short time

11:13:20 From Carleen Carey : Fun!

11:13:20 From Kelsey Millay : That was fun!

11:13:20 From Jamie Palumbo : Success

11:13:21 From Brian Martin : Too many questions. Too short

11:13:21 From Shawn McBurney : Cole worked on a cruise ship - who knew?

11:13:22 From Cole Fiala : Really great!

11:13:22 From Grace LeFevre : Really fast! synthesizing information is an art form

11:13:23 From Carly Swaim, America 250 : Fun!

11:13:25 From Jamie Lee Marks : I love learning more about all of you!

Very fun! Time limit was interesting!

11:13:26 From Thea Richard : It was a nice touch point to meet and connect with someone new

11:13:33 From terrybrown : Fun. Not enough time :)

11:13:34 From Kara Nolte : Chance to get to know folks on other teams

11:13:44 From Stephanie Marsellos : Great! Not enough time!

11:19:53 From Kelsey Millay : what goes under process?

11:20:53 From Carly Swaim, America 250 : How about deciding whether a meeting is even necessary? A humorous old adage I've heard is "a meeting without lunch is an email." What is a good Zoom-era equivalent?

11:22:07 From Glenn Stach : I'm a fan of time... but using minutes, rather than hour/time of day. Once you get off, participants notice. Saying 10 Mins; or 15 mins for an agenda item works for me.

11:22:59 From Carleen Carey : @Glenn I also like that! It can communicate the priorities very efficiently and let people know what's most important upfront.

11:29:52 From Laurie Dougherty : <https://docs.google.com/presentation/d/1ZFsltrLSgEbN-Ep01x62-eL0mjVNwhYEMEJLi66jY0U/edit?usp=sharing>

11:29:58 From Brian Martin : Why is understand one of the expectations? Are meetings not appropriate for information exchange?

11:30:33 From Brian Martin : "not" one of the expectations...

11:40:12 From Laurie Dougherty : Love the no meeting without an agenda and purpose :)

11:40:44 From Carly Swaim, America 250 : The clarity on meeting recording can be really important, depending on who is involved. I was working with folks in the Intelligence and Special Ops world and they were very sensitive to it!

11:40:44 From Megan Springate : Also a buffer lets folks get a coffee, bio breaks, etc

11:43:23 From Brian Martin : What are the most effective ways to "save" and distribute the chat?

11:44:37 From Laurie Dougherty : 19307241

11:46:57 From Laurie Dougherty : You may have to look for the "next question" prompt on your screen

11:47:10 From Grace LeFevre : @Brian the in-meeting chat should be saved along with the recording. We can request the transcript after!

11:47:36 From Laurie Dougherty : Great for large group participation for input

11:48:51 From Michelle Zamperetti : Yes - we will save the chat for you!!

11:48:57 From Brian Martin : Thanks Grace. What if you are not recording.

11:49:46 From Grace LeFevre : In my understanding, if you're not recording the host can save the chat

11:49:46 From Michelle Zamperetti : The chat is still available @Brian!

11:50:23 From Michelle Zamperetti : Unless it is a working lunch....

11:50:37 From terrybrown : Silly question: Slide decks - how do you present slide decks and use my notes without them being seen

11:50:49 From Michelle Zamperetti : @Terry  
11:50:50 From Megan Springate : Yep, some of us HAVE to eat on a regular basis b/c medical stuff  
11:51:04 From Michelle Zamperetti : I can only do that when I have multiple screens -  
11:51:32 From terrybrown : Okay  
11:51:48 From Michelle Zamperetti : we can certainly talk about that after the meeting as well.  
11:52:01 From Michelle Zamperetti : you can also open an iPad screen so that you can have your notes.  
11:53:08 From terrybrown : Great training - thank you!  
11:53:10 From Carleen Carey : That could be a good policy going forward, if we want to organize meetings with at least two hosts.  
11:53:12 From Kay Durante : I do that a lot for Anna meetings so someone else can open it up when she's running late!  
11:53:49 From Laurie Dougherty To Michelle Zamperetti(private) : Do you have reflection questions?  
11:53:49 From Megan Springate : I really liked Menti for anonymous feedback  
11:53:49 From Carleen Carey : How to co-edit slides while in breakout rooms!  
11:53:55 From terrybrown : The breakout rooms are effective...may use them more  
11:53:58 From Jamie Lee Marks : Menti was a very cool tool! Thank you!  
11:54:07 From Laurie Dougherty To Michelle Zamperetti(private) : Got it  
11:54:14 From Michelle Zamperetti To Laurie Dougherty(private) : Nothing specific.  
11:54:16 From Glenn Stach : More intentional regarding meeting responsibilities/roles  
11:54:18 From Carly Swaim, America 250 : Are there any technology features available that help you be brief/ watch your time?  
11:54:31 From Brian Martin : Keeping up with Zoom Updates. Can this be set up automatically.  
11:54:56 From Jamie Lee Marks : Moderation  
11:55:12 From Michelle Zamperetti : We can talk about that in the next few minutes!  
11:55:22 From Carleen Carey : Yes; is there a 'presenter' view with a timer?  
11:55:30 From Michelle Zamperetti : Kay do you have your hand up again?  
11:56:49 From Grace LeFevre : Appreciate the interactiveness of the meeting  
11:56:52 From Jamie Palumbo : It was a good reminder to codify the guidelines at the top  
11:56:55 From Michelle Zamperetti : Jamie Lee - tell me more about Moderation  
11:57:48 From Jamie Lee Marks : Was responding to something I'd like to learn more about- helpful practices for online meeting moderating in the context of difficult discussions in meetings. Dogs barking so I

didn't raise out loud :).

11:59:08 From Michelle Zamperetti : Give people time to save the chat!!

11:59:56 From Laurie Dougherty : @carleen - love the emoji's

12:00:05 From Michelle Zamperetti : Mentimeter.com

12:00:11 From Michelle Zamperetti : you can get a free account

12:00:16 From Michelle Zamperetti : for up to 3 slides

12:00:21 From Carly Swaim, America 250 : Going off screen- my internet is unstable

12:00:39 From Michelle Zamperetti To Laurie Dougherty(privately) : Throwing it to you Laurie!

12:00:52 From Laurie Dougherty To Michelle Zamperetti(privately) : Got ya

12:01:51 From Cole Fiala : Thank you, Laurie and Michelle!

12:01:58 From Megan Springate : thank you!

12:02:03 From Michelle Zamperetti : Thank you everyone!!!

12:02:05 From Carly Swaim, America 250 : Thank you! Very helpful

12:02:06 From Jamie Palumbo : This was a terrific session. Thank you!

12:02:06 From Kay Durante : Thank you as well!

12:02:11 From Stephanie Marsellos : Thank you! This was very helpful :)

12:02:12 From Glenn Stach : Thank you