Virtual Collaboration
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Challenges of Virtual Teams

Where should we store our work?
Which VTC do you want to use? (Skype? GoToMeeting?)
How do we stay connected?
How can we be inclusive of all team members?

Pilot Survey Data

What was the PRIMARY goal of your most recent virtual collaboration activity?
We were able to accomplish our goals for the activity in the virtual environment.
What type of virtual platform is your first choice as a participant?

Affordances

Visibility: Ease of sharing & obtaining information
Persistence: Info remains accessible in same form
Editability: Ability to revise & modify content
Association: Connect people to each other & information

One Size does not Fit All

Distribute agenda & meeting goals in advance
Build in time for technical difficulties
Introduce people in the room (verbal & visual when possible)
Announce when newcomers arrive
Acceptance of interruptions for clarification
Pause for questions or comments (& get a verbal response)
Display relevant visual content as discussion unfolds
Allow for social interaction
Engage virtual members through google chat
Minimize sidebars that exclude virtual participants

Virtual Collaboration Tools