COMMUNITY ACTION WORKS
Virtual organizing training series

HOLDING GROUP MEETINGS ONLINE
July 29, 2020
7:00 p.m.
Tech overview

Mute when you’re not speaking
Grid view for video
Chat questions and comments
This is being recorded
Agenda

- Welcome, Introductions, Agenda Review, Goals
- About this Webinar Series
- Example
- Tips for Online Organizing
- Tools for Online Organizing
- Agenda-setting practice
- Evaluation and close

Goals

- Learn some tips and tools for holding online group meetings
- Learn some zoom-specific facilitation tips
- Explore how online meeting tips and tools can make all meetings more accessible
About the virtual training webinar series

- Holding Group Meetings Online
- Action Network and Recruiting People
- Planning and Holding Online Events
- Messaging: Writing Strong Emails and Petitions
- And more!
Participant Survey
Tips for Online Organizing

1. Make a Plan
2. Keep it Simple
3. Follow up
Tip 1: Make a plan

- Circulate the agenda ahead of time
- Begin and end meetings intentionally
- Take the time to check in with everyone
- Go over the technology at the beginning of every meeting
- Delegate roles and responsibilities
Tip 2: Keep it simple

- Make one decision per meeting
- Keep it under two hours (one hour is plenty!)
Tip 3: Follow Up

- Evaluate the meeting
- Make a plan for next steps
- Check in with participants
Tools for Online Organizing

Use whatever technology works best for you! Some things we’ve found particularly helpful are:

- Zoom
- Google docs
What to know about facilitating on Zoom

- Grid view of participant videos
- Co-hosts
- Screenshare
- Breakout groups
- Spotlight video
Using Google Docs when facilitating online

- Document of editable agenda
  - Live note-taking
- Spreadsheet for sign-in, break-out groups, evaluation, next steps, etc.
Increasing Accessibility with online tools

- Facilitate strongly
- Interpretation / Closed captions
- Always offer call-in options
- Recording
- Be mindful of when holding meetings

Real or False Solution?
¿Solución Verdadera o Falsa?
- Who Tells the Story? ¿Quién cuenta el cuento?
- Who Decides? ¿Quién decide?
- Who Benefits? ¿Quién se beneficia?
- What else will this Impact? ¿Qué más tendrá impacto?
Sample meeting agenda

- Welcome / Grounding, Goal Review, Agenda Review, Time Check, Designate roles, technology overview
- Introductions / Check In Question
- Campaign plan update
  - Review Proposals
  - Discussion
  - Decision
- Make a plan for next steps
- Other discussion items
- Close
Evaluation
Next steps

- Video will be online on our website
- [CommunityActionWorks.org/Digital](http://CommunityActionWorks.org/Digital)
- Next Training: Social Media 101, August 19th 7pm
- Stay in touch: [Info@CommunityActionWorks.org](mailto:Info@CommunityActionWorks.org)