

Assignment 1

Write short answers to the following questions:

Q1: Write two benefits of virtual meetings.

/2

Ans:

Reduced travel time and expenses

The oldest recognized benefit of video conferencing is reduced travel time and expenses. Even hiring can be less of a hassle if persons unable to be part of the live interview process can evaluate the candidate from the recorded video call. This also means that

Structured Meetings with Improved Communications

Because people are calling from different locations, defined start and end-times are often agreed upon prior to the video call. This allows for a more intensive discussion with less chit-chat, and participants are more likely to stay alert and focused on what is discussed. Instead of frustrating email trains where meaning or intent behind messages can be obscured, participants can see important visual cues in body-language from customers, partners, and colleagues. Expressions of satisfaction, concern, or understanding can be addressed more easily than through a myriad of emails, IMs and voicemails, making video conferencing the closest thing to being there.

Q2: What is parliamentary procedure?

/1.5

Ans: “Parliamentary procedure is the body of ethics, rules, and customs governing meetings and other operations

of clubs, organizations, legislative bodies, and other deliberative assemblies.”

Parliamentary procedure was developed by General Henry M. Robert during the Civil War to bring order to officer meetings. The basic premise of Robert’s Rules of Order is to protect each member’s rights, while seeing that the majority rules. Parliamentary procedure is designed to accomplish one thing at a time, bringing each to resolution before going on to the next, all the while seeing that courtesy is extended to everyone. Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. Although following parliamentary procedure is not required, it can make council meetings more efficient and reduces the chances of council actions being declared illegal or challenged for procedural deficiencies.

Q3: How can a shared workspace help teams in an organization? /1.5

Ans: It is important for any organization to function efficiently to have good collaborative environment. Having a shared workspace provides just that. This, in turn, will ensure quicker problem-solving, better teamwork, enhanced trust, and most importantly greater team productivity. Having a shared environment provides more productive work with people helping each other and learning from each-others mistake. Also, co-workers can prove to be a source of creativity and motivation. Some can also help us with mentor-ship.