**BootCamp Conference meeting 2022**

**Duration: 1hr 45minutes**

**ATTENDEES**

Dr. Shafiq Urhmah - Chairman

Mr Harrison Omorodion- General Secretary

Ana- Financial Secretary

Daniel – Sales Manager

Jay - Member

Keith Jones-Member

Paul Gordon-Member

**Rule of Engagement (Netiqutte)**

1. All Mobile phones should be switched off
2. No movement of any kind
3. Motions / Opinions are raised with the hand up
4. No contribution should be more than 1minutes to save time

**AGENDA**

1. Review of Previous meeting
2. Matters Arising
3. Drop in Sales
4. Reasons for the low sales output
5. What went wrong ?
6. How do we Address the situation
7. Management Plans
8. Construction of a Class room
9. Development of Collaborative tools .
10. Recruiting of new staff/ Instructor
11. AOB- Any other Business
12. Closing Remarks

**MINUTES**

The meeting started at about 9:15amThe Chairman Dr Shafiq gave a brief speech on the present performance of The camp and made summarized the journey so far and encourages us to be more diplomatic in our dealing with student. It was Seconded by the General Secretary Mr Harrison Omorodion who brought the motion that we should engage in more Collaborative tools to enable us reach a wider audience . Mr Keith Jones came up with the question **of what are the Constraint of Collaborative tools** and some of the Constrains in using Collaborative tools . Mr Daniel discuss the need for Collaborative tools and gave us an insight of collaborative tools He said Collaborative tools are tools that creates a unified platform for workplace to encourage different people working together to produce or create something . These structures may be incorporated in several different ways he added. Some of the ways include

* By creating shared work spaces where people are able to work together to achieve a common purpose
* By offering software – based Collaboration tools which allow people to work on specific files together simultaneously
* By using communication tools that bring people together to discuss ideas, no matter where in the world they may be.

Collaborative tools can be Synchronous or Asynchronous. The first refers to tools which allow people to work and interact with one another in real-time situation. The latte is a structure which allows for some time –shifted Collaboration. The only way for a collaborative structure to be successful is to have each person involved in the structure participate in it .

**Highlighted Disadvantages of Collaborative Tools**

1. it encourages some workers to assume they have a leadership role
2. .Conflict in working styles
3. it may create instances of group thinking
4. some roles may seem ambiguous
5. it may cost more than it worth for some businesses
6. Collaborative structures can sometimes create conflict
7. It may require data connection which is not available
8. It may reduce personal interactions

**Highlighted Advantages of Collaborative Tools**

* 1. It provides a better division of labor
  2. There is a higher level of creative input
  3. It improves morale within the workplace
  4. Balance is brought to the decision –making process
  5. It can improve delivery times
  6. Corporate relationships are often improved
  7. It can resolve language or cultural differences

**Constrains of using Collaborative Tools**

1. Low memory space
2. Inability to adapt to new technology
3. Network glitches
4. Low Data
5. GDPR policy
6. Cyber-insecurity

**RULES of ENGAGEMNT** – This must Exclude

1. Inauthentic Behavior
2. Adult nudity and sexual Activity
3. Sexual Solicitation
4. Hate Speech
5. Misinformation
6. Memorialization
7. Spam
8. Violation and graphic content

**NETIQUTTE:** You must avoid the following

**SAY NO TO:**

1. Violence and incitement
2. Dangerous individuals and organizations
3. Co-coordinating harm and promoting crime
4. Restricted goods and services
5. Fraud and deception
6. Copyright infringement
7. Trademark infringement
8. Respect privacy