Software Development Unit 3, 2.3

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# I can describe the roles, IT tools and facilities needed for collaborative tasks and communication media

I demonstrate, I will use a virtual meeting as an example. I will itemise the list of people required in a formal meeting along with any hardware and software requirements that might be needed.

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| **List of people involved in a meeting** | |
| Host/Presenter  (Team leader) | The person that is hosting and running the meeting. They will normally kickstart and control the pace of the meeting. |
| Required Participants  (Team members) | The people who are absolutely required in the meeting. These may be people who are part of the agenda and needs to present information. Without them, the meeting cannot continue and will need to be rescheduled. |
| Optional Participants | The people who may attend, but will not have a detrimental impact on the meeting if they didn’t. They can just watch the recorded meeting afterwards or read the minutes. |
| Minute-taker | Someone who will take notes of the meeting and email this to all the attendees. The minutes will confirm the attendees, absentees, actions to take and anything discussed within the agenda. This position may not always be needed as meetings can be recorded if needed. |

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| **Required hardware and software** | | |
|  | **Hardware** | **Software and access** |
| Desktop setup | * CPU * Monitor * Keyboard * Mouse * Webcam * Mic * Speakers * Wi-Fi router + Broadband connection (If wired, will require ethernet cables. If wireless, CPU must allow wireless connectivity)   It’s important to note that laptops already have all of the above. The only difference is a trackpad replaces the mouse. It’s possible to connect external hardware to a laptop if needed. | * Zoom, MS teams or other meeting programs * Email access * MS office (Excel, PowerPoint, Word) This depends on what information needs to be shared with the participants. Alternative options like Google Sheets, Docs and Slide can also be used. * The host will normally be given additional access and control over the participants. Examples of this is the ability to mute participants, and share screen requires permissions. |
| Mobile, Tablet | * A smart mobile device that is compatible with the required software * Headphones with mic * Keyboard * Mouse * Mobile data or WiFi connection   It is possible to use a mobile phone or a tablet to join a virtual meeting. However, the participant will be viewing from a smaller screen. It may also affect the quality displayed to participants if doing a share screen.  They can also join without a keyboard and mouse, but it will be harder to type and use their finger as a cursor.  In my opinion, it’s okay to use a mobile and tablet to join meetings if you are a spectator and do not need to jot down notes. Otherwise, it’s best to use a desktop or laptop setup. | * Zoom, MS teams or other meeting apps * Email apps * Mobile version of MS Office or alternative |