

How I use Focalboard to run meetings

// And why you should too (by Emily Cook)



Why am I doing this?

- I think it's cool
- Cuts down on meeting time
- Makes things more accessible asynchronously
 - And easier for new people to get caught up
- Puts everything neatly in one place
- Can make initiatives more publicly accessible



Board Tour



Card Tour





Adding an item: demo





Running a meeting: demo





Post-meeting: demo



Tips

- Adding emojis to view/board names lets you sort non-alphabetically
 - <https://emojipedia.org/>
- This process is much easier when there is a designated Meeting Leader & Scribe
 - Leader: goes down follow-up and agenda item lists and asks the person who added it to discuss
 - Scribe: Takes notes within the card itself
 - Can be same person for smaller meetings, but will probably want it to be separate people for larger meetings



A few feature request I'm looking forward to

- Have a link / connection between a card & a copy of a card
- Be able to drag 'n drop cards from one Board to another
- Allow Card View to scroll between cards
- Link to another card
- Mattermost username tagging
- Subtasks
- Ability to reference other tasks





Wow cool, can I use your template?

// <https://github.com/emilyacook/resources/>





Thank you.

