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# Planning

When I decide to use collaborative technologies, I shall plan who my fellow attendees are, what we wish to establish from the meeting, and what application would best suit the topic and the availability of the software for each attendee.

# Purpose

To share and obtain ideas and experiences of others, to enhance my understanding of an agreed topic. To receive feedback to help build my knowledge profile, and improve my performance, and to receive new information.

# Evaluate work

By using a table, with different elements of a meeting, I shall be able to identify successes and failures, discuss these outcomes, react to feedback, and improve my work.

I will be able to identify my progress through a course and its topics, by evaluating the table.

## Meetings

When a meeting has convened, a person would be assigned to record the minutes of the meeting, detailing the date and time, the attendee’s, the last meeting’s agenda, any agreements needed to that agenda, the present meeting’s agenda, and an agreement for the next meeting.

# Outcomes of collaboration

## My Role

To partake in the meeting, discuss issue’s and forward my ideas and experiences to allow others to contribute collectively, and evaluate and comment using feedback, to establish a progression for the entire team/class.

## How I contributed to the outcome

By being an active member, I contributed with ideas, doubts, and experiences, to enable the team/class to progress collectively.

# Archiving

I will record all documents into my hard drive, export to GitHub, this will enable me to access past meetings for reference, using past information as data either agreed or not agreed within the team/tutor, to establish whether the data is reliable for future work.

Some of this work can be used as templated text, enabling me to include into new documents for work that is relevant to the new theme/topic.

## Collaborative Technologies

Applications such as Teams, Adobe Connect have a inbuilt system of archiving for future reference by users, the platforms have access to a chat page, where users can ask questions, make comments, these are recorded and are available for future reference. The platform records attendees, files, and the whole of a meeting can be recorded.