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

At my workplace we use Microsoft Teams to hold virtual meetings to discuss projects that need to be done or to review the outcomes of previous work. Invites are sent to attendees diaries and if access to the meeting is via the workplace network all attendees have the same level of control over the meeting in terms of sharing documents and contributing to the meeting. Teams is a highly effective tool for holding meetings as you do not have to find a room or travel and you are virtually meeting face to face. This is a more personal and effective means of communication in comparison to conference calls.

Generally, meetings are required to have a chair person to oversee the meeting with each attendee bringing their own area of expertise related to their job role. The chairperson helps to ensure that the agenda is followed, that actions are agreed and that the meetings run to a schedule and therefore do not overrun. The attendees are required for their expertise and for the delegation of agreed actions. A minute taker is required for all formal meetings as they note any actions and write a summary of what was discussed. The minutes can then be used to keep track of any completed or outstanding actions and referred back to at the next meeting. The minute taker can record the meeting for the purposes of writing up accurate formal minutes. All attendees must be informed that the meeting is being recorded and all minutes at my organisation are legally required to be archived for 6 years.