4.4 I can moderate the use of collaborative technologies

As part of the course my fellow students and I were given a task to act as a moderator during a Microsoft Teams meeting. We were each given the opportunity to pick a subject and then moderate the discussion that took place. I chose the topic of Unions and other discussions took place including discussions on artificial intelligence and global warming. As moderators we were required to lead the discussion, involve other in the discussion, act neutrally when hearing others opinions and give everyone a chance to give their views. As participants we were required to recognize the role of the moderator, allow them to lead the discussion, be respectful of others opinions and give others time to speak without interrupting.