

Practice Abstract #16

Selecting digital tools for the organisation of virtual project meetings

We are in an age of digital communication. It is becoming less common for projects to have discussions face-to-face, but to meet instead virtually online. This meeting format was necessary in recent years due to the unprecedented challenges posed by COVID-19 but is now increasingly popular for many other reasons. In principle, this has created new opportunities to reach project goals more efficiently and environmentally friendly without using valuable financial resources for travel. Hosting online webinars eliminates the need to travel, allows access to many more participants (including those unable to travel for various reasons), and uses digital tools to present information more understandably. Choosing the best digital tools to use depends on the goals of the meeting:

1. If the meeting is organised only to share information, a presentation sharing platform is used. Presenters can share their desktop screens, files, and any open applications on their computer or mobile device, with their audience during the presentation. The most popular tools are Teams and Zoom.
2. If the meeting is organised to get real-time feedback from the audience by voting, it is convenient to use digital tools such as MENTIMETER, KAHOOT or Slido.
3. Digital tools such as Mural, Klaxoon, and PinUp are great for facilitating interactive discussions online.

Every minute matters! A well-organised and facilitated online meeting can make highly efficient use of project time, enhance creativity and contribute to the achievement of project objectives. It is recommended to use several digital tools in various combinations and to prepare templates/questions/tables, etc., in advance. It is also important to notify participants what digital tools will be used and how.

