1. Collaboration Types

**Prepared By**

Elise Keith

**Report Date**

April 9th, 2020

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## Ideas By Section

* 1. 1: Instructions
* Look at all companies in MeetingSphere and add clarifying comments.
	+ "Link to the MeetingSphere session: https://tinyurl.com/digitaltools20"
	*Steve Bather, Mar 16th, 2020 at 12:07pm*

* Review Category Objectives and add any objectives you think are important.
* Add x vs. y dimensions.
* Add Multichoice dimensions (we'll debate later what goes in the multi-choice, just provide a couple examples)
* Add a vote to ones you agree with rather than duplicating them.
* Add top level features (this will be a longer bigger process but this can be a start)
	+ "I'm sure we can import some feature matrix data from a number of sources (wikipedia etc.)"
	*Reg Cheramy, Mar 10th, 2020 at 7:44pm*

* 1. 2: Category Objectives
* Define categories to organize tools in the space.
* Q: What the customer needs, vs ideal model, vs features?
* Provide category data for a customer decision tree.
* Define categories that include and exclude products.
* A collaboratively generated list of technologies for meetings, sorted by multiple categories
* Exported data in generically useful forms: Excel, Word, etc
* Inspiration for ways we might put this data to use
* New relationships and ideas that may lead to other opportunities
* BEFORE time.
* Original intent (in creating this process) : Produce something valuable to potential customer's to ensure they make informed decisions on how they buy technology to support meetings.
* Supply this to Gartner to help them understand our industry?
	1. 3: X vs. Y
	2. Think of categories where products will MOSTLY in one bucket or the other.
* Async vs. sync
	+ "I'm wondering if Before, During, After and Anytime might be more useful?"
	*Elise Keith, Mar 11th, 2020 at 3:57pm*

* Remote vs. co-located
* On-going team use vs occasional use
	+ "Do we also need to capture tools for individuals vs. tools for teams (or one-to-more-than-one collab? Most of our reviewable options are for more than a single person. Just checking."
	*John Keith, Mar 18th, 2020 at 2:29am*

* Hardware vs. Software
* English vs. Multilingual (localized)
* Cloud-Based vs. On-Premise
* Single meeting vs. series of meetings
* Web-based vs. native software
	+ "Some organizations cannot install software and/or use web-only cloud services"
	*John Keith, Mar 18th, 2020 at 2:23am*

* Internal to org vs. Internal and External to an org
	+ "Perhaps different wording here? i.e. Accessible only to Internal Org or Both internal and external Accessible (such as inviting and collaborating with other orgs/clients outside of internal network)"
	*Kyle Haffner, Mar 17th, 2020 at 6:01pm*

* + "Might this be the same idea as the public vs private distinction?"
	*Elise Keith, Mar 18th, 2020 at 2:07am*

* Public Tool vs. Private Tool
* External parties allowed to collaborate?
* Same place vs. different place
* Buyer: Customer vs. Facilitator
	1. 4: Multiple Choice
	2. Think about categories where a product might be in multiple options.
* Meeting Type (1-1, training, decision making)
	+ "Recommend this list of 17 meeting types
	Big Events (Conferences, etc)
	Team Cadence, Progress Check, 1-on-1, Action Review, Governance
	Idea Generation, Planning, Workshops, Problem Solving, Decision Making
	Sensemaking, Introductions, Issue Negotiation, Community of Practice, Training, Broadcasts"
	*Elise Keith, Mar 16th, 2020 at 4:13pm*

* Use case
	+ What business problem does the tool help to solve?
		- "What would be some examples?"
		*Reg Cheramy, Mar 13th, 2020 at 3:05am*

* + What are your trying to achieve?
	+ Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)
		- "Formulate a budget"
		*Reg Cheramy, Mar 18th, 2020 at 3:27pm*

* Business model (per user, per meeting, per room)
* Device: Mobile, Tablet, Laptop, Large format touchscreen
	+ "Could this be simply "responsive vs not"?"
	*Elise Keith, Mar 16th, 2020 at 4:15pm*

* Job Role (HR, Sales, Design, Product)
	+ "Really like this one. Assume also that facilitators, consultants, coaches would be good roles to call out."
	*Elise Keith, Mar 18th, 2020 at 2:11am*

* + "YEP!"
	*Reg Cheramy, Mar 18th, 2020 at 3:09pm*

* Sector (government, non-profit, tech, healthcare, finance, etc.)
* Meeting Time (Before, During, After)
	+ "I think many tools on the list would check "yes" to all three, but certainly not all"
	*Elise Keith, Mar 18th, 2020 at 2:08am*

* + "And related : focused on the "the meeting" or "the series of meetings over time""
	*John Keith, Mar 18th, 2020 at 2:31am*

* + "this is the same as Asynch/Synch"
	*Steve Bather, Mar 18th, 2020 at 3:44pm*

* + "not necessarily. Scheduling tools aren't identified as "async""
	*Elise Keith, Mar 18th, 2020 at 3:45pm*

* Frameworks (Agile, Lean, Design Thinking)
	+ "Would the meeting frameworks like ToP or parliamentary procedure fit here? Or is this only for business/project management frameworks? If so, would things like EOS, GGOB, etc fit here?"
	*Elise Keith, Mar 18th, 2020 at 2:10am*

* + "Sure! All of them!"
	*Reg Cheramy, Mar 18th, 2020 at 3:09pm*

* project phase: brainstorm, plan, execution
	1. 5: Features
* Anonymous Participation
* Please focus on section 2 and 3 as this could easily be a bit of a blackhole.
* Chat
* Forum
* Discussion
* Audio Conferencing
* Video Conferencing
* Visual Collaboration
* SSO
* Score-voting (like 5-star rating)
* Dot Voting
* Analytic Hierarchy Process
* Multi-Criteria Decision-Making (MCDM)
* Optimizer, mathematical programming solver, for optimizing the allocation of resources
	+ "I think we want to go higher level than this. More generic to use for categorization."
	*Reg Cheramy, Mar 13th, 2020 at 3:31am*

* Smartphone enabled
* Live attendee profiles. eg DISC, OCEAN, MBTI...
* Measure emotion or sentiment expressed
* Measure attendee performance
* Predict Outcome
* Dynamic Team Formation
* Import from Excel
* Export to Excel
* API
* Zapier Integration
* Cost vs. Benefit Analysis
* API available
* Accessible
* Enterprise Ready
* Instant verbatim report from the meeting
* Process templates
	1. Example Analysis
	2. To be done live during meeting
* Hardware vs. Software
	+ 1.1. Slack
	+ 1.2. Lucid Meetings
	+ 1.3. MeetingSphere
	www.meetingsphere.com
	+ 1.4. Zoom
	+ 1.5. Miro.com
	+ 1.6. Mural.co
	+ 1.7. Stormz
	(duplicate)
	+ 1.8. Conference Cam/Web Cam Hardware (Logitech, Polycom, etc.)
	+ 1.9. Meeting Science
	+ 1.10. Adobe Connect
	+ 1.11. GlobalMeet
	+ 1.12. Rate My Meeting
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	+ 1.20. 1000Minds
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	+ 1.22. SessionLab
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	+ 1.24. iObeya
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	+ 1.27. Fireflies.ai
	+ 1.28. WebEx
	+ 1.29. Gong.io
	+ 1.30. Axis
	+ 1.31. sli.do
	+ 1.32. timeanddate.com
	+ 1.33. kudobox
	+ 1.34. Cardsmith.co
	+ 1.35. Feedback Frames
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	+ 1.38. Every Time Zone
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	+ 1.44. MeisterTask
	+ 1.45. LucidCharts
	+ 1.46. GoToMeeting
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	+ 1.48. Samepage.io
	+ 1.49. Wrike
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	+ 1.51. FunRetro
	+ 1.52. VirBELA
	+ 1.53. Navigator.com
	+ 1.54. Whereby.com
	+ 1.55. Fellow.app
	+ 1.56. Yabbu.com
	+ 1.57. DocketHQ.com
	+ 1.58. Google Docs
	+ 1.59. Freehand from Invision
	+ 1.60. Airtable
	+ 1.61. Quip
	+ 1.62. Soapbox
	+ 1.63. Zoi Meet
	+ 1.64. Yabbu
	+ 1.65. x.ai
	+ 1.66. Wire
	+ 1.67. WEDO
	+ 1.68. Vevox
	+ 1.69. Teeming
	+ 1.70. TeamRetro
	+ 1.71. Symm
	+ 1.72. Spark Up
	+ 1.73. SMART Board
	+ 1.74. Microsoft Teams
	+ 1.75. SEMYOU Minutes
	+ 1.76. VideoFacilitator
	+ 1.77. Vibe Board
	+ 1.78. Definitive Pro
	+ 1.79. meetingRoom.io - Virtual Meeting Rooms
	+ 1.80. ChromaCam
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	+ 1.85. ROTI.express
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	+ 1.89. Intermedia Any Meeting
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	+ 1.112. IdeaFlip
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	+ 1.114. Jabra
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	+ 1.120. MeetingPlanner
	+ 1.121. Kubi
	+ 1.122. Microsoft Teams
	+ 1.123. Stormz (https://stormz.me) also provide StormzBox (hardware self-contained)
	+ 1.124. EVA by Voicera
	+ 1.125. Nasdaq Boardvantage Board Portal
	+ 1.126. Mobilimeet (https://mobilimeet.com)
	+ 1.127. MeetingBooster (https://www.meetingbooster.com/)
	+ 1.128. Amazemeet (https://amazemeet.com)
	+ 1.129. Sherpany (https://sherpany.com)
	+ 1.130. Spilter (https://www.spilter.com/gdss-software/)
	+ 1.131. TO DELETE: Meeteor (https://www.meeteor.com/)
	+ 1.132. Synthetron (https://www.synthetron.com)
	+ 1.133. Howspace (www.howspace.com)
	+ 1.134. Teamput.com (https://teamput.com)
	+ 1.135. Circl.es (https://www.circl.es/)
	+ 1.136. Remo (https://remo.co/)
* Meeting Type

## Ideas By Creation Date

**March 10, 2020**

* Look at all companies in MeetingSphere and add clarifying comments.
* Hardware vs. Software
* Async vs. sync
* Remote vs. co-located
* Meeting Type (1-1, training, decision making)
* Frameworks (Agile, Lean, Design Thinking)
* Job Role (HR, Sales, Design, Product)
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* Dot Voting
* Import from Excel

**March 11, 2020**

* Hardware vs. Software
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**March 13, 2020**

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* Smartphone enabled
* Cloud-Based vs. On-Premise
* Anonymous Participation
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**March 14, 2020**

* Cost vs. Benefit Analysis
* Please focus on section 2 and 3 as this could easily be a bit of a blackhole.

**March 16, 2020**

* On-going team use vs occasional use
* API available
* English vs. Multilingual (localized)
* Accessible
* Enterprise Ready
* A collaboratively generated list of technologies for meetings, sorted by multiple categories
* New relationships and ideas that may lead to other opportunities
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**March 18, 2020**

* Sector (government, non-profit, tech, healthcare, finance, etc.)
* Web-based vs. native software
* Instant verbatim report from the meeting
* Process templates
* BEFORE time.
* Single meeting vs. series of meetings
* Supply this to Gartner to help them understand our industry?
* Use case
	+ What business problem does the tool help to solve?
	+ What are your trying to achieve?
	+ Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)
* Business model (per user, per meeting, per room)
* External parties allowed to collaborate?
* Same place vs. different place
* Q: What the customer needs, vs ideal model, vs features?
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## Ideas By Creator

**Steve Bather**

* Original intent (in creating this process) : Produce something valuable to potential customer's to ensure they make informed decisions on how they buy technology to support meetings.
* Instant verbatim report from the meeting

**Reg Cheramy**

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	+ 1.99. BoardTrac
	+ 1.100. Cogito
	+ 1.101. ConceptBoard
	+ 1.102. Double Robotics
	+ 1.103. eCuria
	+ 1.104. Fuze
	+ 1.105. Glisser
	+ 1.106. Google Hangouts Meet
	+ 1.107. Hendrix
	+ 1.108. join.me
	+ 1.109. High Five
	+ 1.110. Hoylu
	+ 1.111. Huddly
	+ 1.112. IdeaFlip
	+ 1.113. Inspirometer
	+ 1.114. Jabra
	+ 1.115. Lead Honestly
	+ 1.116. Jamboard
	+ 1.117. Meeting Booster
	+ 1.118. Meeting King
	+ 1.119. Meeting Pules
	+ 1.120. MeetingPlanner
	+ 1.121. Kubi
	+ 1.122. Microsoft Teams
	+ 1.123. Stormz (https://stormz.me) also provide StormzBox (hardware self-contained)
	+ 1.124. EVA by Voicera
	+ 1.125. Nasdaq Boardvantage Board Portal
	+ 1.126. Mobilimeet (https://mobilimeet.com)
	+ 1.127. MeetingBooster (https://www.meetingbooster.com/)
	+ 1.128. Amazemeet (https://amazemeet.com)
	+ 1.129. Sherpany (https://sherpany.com)
	+ 1.130. Spilter (https://www.spilter.com/gdss-software/)
	+ 1.131. TO DELETE: Meeteor (https://www.meeteor.com/)
	+ 1.132. Synthetron (https://www.synthetron.com)
	+ 1.133. Howspace (www.howspace.com)
	+ 1.134. Teamput.com (https://teamput.com)
	+ 1.135. Circl.es (https://www.circl.es/)
	+ 1.136. Remo (https://remo.co/)
* Use case
	+ What business problem does the tool help to solve?
	+ What are your trying to achieve?
	+ Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)
* Meeting Type

**Monica Borrell**

* project phase: brainstorm, plan, execution

**Kelvin McGrath**

* Predict Outcome
* Live attendee profiles. eg DISC, OCEAN, MBTI...
* Measure emotion or sentiment expressed
* Measure attendee performance

**John Sammarco**

* Analytic Hierarchy Process
* Multi-Criteria Decision-Making (MCDM)
* Optimizer, mathematical programming solver, for optimizing the allocation of resources
* Smartphone enabled
* Cloud-Based vs. On-Premise
* Anonymous Participation
* Dynamic Team Formation
* Export to Excel
* Cost vs. Benefit Analysis

**John Keith**

* Web-based vs. native software

**Jason Diceman**

* Score-voting (like 5-star rating)

**Elise Keith**

* On-going team use vs occasional use
* API available
* English vs. Multilingual (localized)
* Accessible
* Sector (government, non-profit, tech, healthcare, finance, etc.)
* Process templates

## Ideas By Legend

**Yellow**

* Look at all companies in MeetingSphere and add clarifying comments.
* Hardware vs. Software
* Frameworks (Agile, Lean, Design Thinking)
* Job Role (HR, Sales, Design, Product)
* Meeting Time (Before, During, After)
* Add x vs. y dimensions.
* Add Multichoice dimensions (we'll debate later what goes in the multi-choice, just provide a couple examples)
* Define categories that include and exclude products.
* Define categories to organize tools in the space.
* Public Tool vs. Private Tool
* Provide category data for a customer decision tree.
* Review Category Objectives and add any objectives you think are important.
* Chat
* Forum
* Discussion
* Audio Conferencing
* Video Conferencing
* Visual Collaboration
* SSO
* Add a vote to ones you agree with rather than duplicating them.
* Add top level features (this will be a longer bigger process but this can be a start)
* Dot Voting
* Import from Excel
* project phase: brainstorm, plan, execution
* Analytic Hierarchy Process
* Multi-Criteria Decision-Making (MCDM)
* Optimizer, mathematical programming solver, for optimizing the allocation of resources
* Smartphone enabled
* Cloud-Based vs. On-Premise
* Anonymous Participation
* Dynamic Team Formation
* Export to Excel
* Device: Mobile, Tablet, Laptop, Large format touchscreen
* API
* Zapier Integration
* Score-voting (like 5-star rating)
* Predict Outcome
* Live attendee profiles. eg DISC, OCEAN, MBTI...
* Measure emotion or sentiment expressed
* Measure attendee performance
* Cost vs. Benefit Analysis
* On-going team use vs occasional use
* API available
* English vs. Multilingual (localized)
* Accessible
* Enterprise Ready
* A collaboratively generated list of technologies for meetings, sorted by multiple categories
* New relationships and ideas that may lead to other opportunities
* Inspiration for ways we might put this data to use
* Exported data in generically useful forms: Excel, Word, etc
* Original intent (in creating this process) : Produce something valuable to potential customer's to ensure they make informed decisions on how they buy technology to support meetings.
* Internal to org vs. Internal and External to an org
* Sector (government, non-profit, tech, healthcare, finance, etc.)
* Web-based vs. native software
* Instant verbatim report from the meeting
* Process templates
* BEFORE time.
* Single meeting vs. series of meetings
* Supply this to Gartner to help them understand our industry?
* Business model (per user, per meeting, per room)
* External parties allowed to collaborate?
* Same place vs. different place
* Q: What the customer needs, vs ideal model, vs features?
* Buyer: Customer vs. Facilitator
* Hardware vs. Software
	+ 1.1. Slack
	+ 1.2. Lucid Meetings
	+ 1.3. MeetingSphere
	www.meetingsphere.com
	+ 1.4. Zoom
	+ 1.5. Miro.com
	+ 1.6. Mural.co
	+ 1.7. Stormz
	(duplicate)
	+ 1.8. Conference Cam/Web Cam Hardware (Logitech, Polycom, etc.)
	+ 1.9. Meeting Science
	+ 1.10. Adobe Connect
	+ 1.11. GlobalMeet
	+ 1.12. Rate My Meeting
	+ 1.13. beekast
	+ 1.14. GroupMap
	+ 1.15. Avocor
	+ 1.16. Sherpany
	+ 1.17. Lighthouse
	+ 1.18. QiQo Chat
	+ 1.19. FreeBusy
	+ 1.20. 1000Minds
	+ 1.21. Krisp
	+ 1.22. SessionLab
	+ 1.23. Coda
	+ 1.24. iObeya
	+ 1.25. Mentimeter
	+ 1.26. Owl
	+ 1.27. Fireflies.ai
	+ 1.28. WebEx
	+ 1.29. Gong.io
	+ 1.30. Axis
	+ 1.31. sli.do
	+ 1.32. timeanddate.com
	+ 1.33. kudobox
	+ 1.34. Cardsmith.co
	+ 1.35. Feedback Frames
	+ 1.36. Stormboard
	+ 1.37. FlatFrog Board
	+ 1.38. Every Time Zone
	+ 1.39. Powernoodle
	+ 1.40. MeetingQuality
	+ 1.41. Draft.io
	+ 1.42. Jira
	+ 1.43. Trello
	+ 1.44. MeisterTask
	+ 1.45. LucidCharts
	+ 1.46. GoToMeeting
	+ 1.47. GoWall
	+ 1.48. Samepage.io
	+ 1.49. Wrike
	+ 1.50. Retrium
	+ 1.51. FunRetro
	+ 1.52. VirBELA
	+ 1.53. Navigator.com
	+ 1.54. Whereby.com
	+ 1.55. Fellow.app
	+ 1.56. Yabbu.com
	+ 1.57. DocketHQ.com
	+ 1.58. Google Docs
	+ 1.59. Freehand from Invision
	+ 1.60. Airtable
	+ 1.61. Quip
	+ 1.62. Soapbox
	+ 1.63. Zoi Meet
	+ 1.64. Yabbu
	+ 1.65. x.ai
	+ 1.66. Wire
	+ 1.67. WEDO
	+ 1.68. Vevox
	+ 1.69. Teeming
	+ 1.70. TeamRetro
	+ 1.71. Symm
	+ 1.72. Spark Up
	+ 1.73. SMART Board
	+ 1.74. Microsoft Teams
	+ 1.75. SEMYOU Minutes
	+ 1.76. VideoFacilitator
	+ 1.77. Vibe Board
	+ 1.78. Definitive Pro
	+ 1.79. meetingRoom.io - Virtual Meeting Rooms
	+ 1.80. ChromaCam
	+ 1.81. Hugo
	+ 1.82. Klaxoon
	+ 1.83. Parabol
	+ 1.84. Room.sh
	+ 1.85. ROTI.express
	+ 1.86. Scriby
	+ 1.87. Acrossio
	+ 1.88. Adjourn
	+ 1.89. Intermedia Any Meeting
	+ 1.90. Aprio
	+ 1.91. Whereby
	+ 1.92. Bluescape
	+ 1.93. BlueJeans
	+ 1.94. Beenote
	+ 1.95. Board Effect
	+ 1.96. Boardmaps
	+ 1.97. Boardable
	+ 1.98. BoardPac
	+ 1.99. BoardTrac
	+ 1.100. Cogito
	+ 1.101. ConceptBoard
	+ 1.102. Double Robotics
	+ 1.103. eCuria
	+ 1.104. Fuze
	+ 1.105. Glisser
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	+ 1.132. Synthetron (https://www.synthetron.com)
	+ 1.133. Howspace (www.howspace.com)
	+ 1.134. Teamput.com (https://teamput.com)
	+ 1.135. Circl.es (https://www.circl.es/)
	+ 1.136. Remo (https://remo.co/)
* Meeting Type

**Pink**

* Please focus on section 2 and 3 as this could easily be a bit of a blackhole.

**Blue**

* Async vs. sync
* Remote vs. co-located
* Meeting Type (1-1, training, decision making)
* Use case
	+ What business problem does the tool help to solve?
	+ What are your trying to achieve?
	+ Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)

## Top Ideas

*Total votes per ideas (maximum 30 votes per idea per person).*

**21 Votes**

* Async vs. sync

**14 Votes**

* Remote vs. co-located
* Meeting Type (1-1, training, decision making)
* Use case
	+ What business problem does the tool help to solve?
	+ What are your trying to achieve?
	+ Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)

**10 Votes**

* Business model (per user, per meeting, per room)

**8 Votes**

* Device: Mobile, Tablet, Laptop, Large format touchscreen

**7 Votes**

* On-going team use vs occasional use

**6 Votes**

* Hardware vs. Software
* English vs. Multilingual (localized)

**5 Votes**

* Job Role (HR, Sales, Design, Product)
* Sector (government, non-profit, tech, healthcare, finance, etc.)

**4 Votes**

* Meeting Time (Before, During, After)
* Cloud-Based vs. On-Premise

**3 Votes**

* Single meeting vs. series of meetings

**2 Votes**

* Frameworks (Agile, Lean, Design Thinking)
* project phase: brainstorm, plan, execution
* Web-based vs. native software

**1 Votes**

* Define categories that include and exclude products.
* Anonymous Participation
* Internal to org vs. Internal and External to an org

## Favorite Ideas

*Unique votes per idea (1 vote per idea per person).*

**7 Voters**

* Meeting Type (1-1, training, decision making)

**5 Voters**

* Async vs. sync
* Remote vs. co-located
* Device: Mobile, Tablet, Laptop, Large format touchscreen

**4 Voters**

* Hardware vs. Software

**3 Voters**

* Cloud-Based vs. On-Premise
* Business model (per user, per meeting, per room)
* Use case
	+ What business problem does the tool help to solve?
	+ What are your trying to achieve?
	+ Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)

**2 Voters**

* Frameworks (Agile, Lean, Design Thinking)
* Job Role (HR, Sales, Design, Product)
* Meeting Time (Before, During, After)
* On-going team use vs occasional use
* English vs. Multilingual (localized)
* Single meeting vs. series of meetings

**1 Voters**

* Define categories that include and exclude products.
* project phase: brainstorm, plan, execution
* Anonymous Participation
* Internal to org vs. Internal and External to an org
* Sector (government, non-profit, tech, healthcare, finance, etc.)
* Web-based vs. native software

## Vote Summary By User

*Summarizing how many votes each user added per idea.*

**Reg Cheramy**

|  |  |
| --- | --- |
| * Define categories that include and exclude products.
 | 1 Votes |
| * Hardware vs. Software
 | 1 Votes |
| * English vs. Multilingual (localized)
 | 2 Votes |
| * Cloud-Based vs. On-Premise
 | 1 Votes |
| * Use case
 | 3 Votes |
| * Business model (per user, per meeting, per room)
 | 1 Votes |
| * Device: Mobile, Tablet, Laptop, Large format touchscreen
 | 2 Votes |
| * Job Role (HR, Sales, Design, Product)
 | 1 Votes |
| * Anonymous Participation
 | 1 Votes |

**Hector Villarreal**

|  |  |
| --- | --- |
| * Async vs. sync
 | 1 Votes |
| * Hardware vs. Software
 | 1 Votes |
| * English vs. Multilingual (localized)
 | 4 Votes |
| * Single meeting vs. series of meetings
 | 2 Votes |
| * Meeting Type (1-1, training, decision making)
 | 2 Votes |
| * Business model (per user, per meeting, per room)
 | 8 Votes |
| * Device: Mobile, Tablet, Laptop, Large format touchscreen
 | 2 Votes |

**Elise Keith**

|  |  |
| --- | --- |
| * On-going team use vs occasional use
 | 5 Votes |
| * Hardware vs. Software
 | 1 Votes |
| * Internal to org vs. Internal and External to an org
 | 1 Votes |
| * Meeting Type (1-1, training, decision making)
 | 4 Votes |
| * Job Role (HR, Sales, Design, Product)
 | 4 Votes |
| * Sector (government, non-profit, tech, healthcare, finance, etc.)
 | 5 Votes |

**Kyle Haffner**

|  |  |
| --- | --- |
| * Async vs. sync
 | 3 Votes |
| * Remote vs. co-located
 | 1 Votes |
| * Hardware vs. Software
 | 3 Votes |
| * Cloud-Based vs. On-Premise
 | 2 Votes |
| * Single meeting vs. series of meetings
 | 1 Votes |
| * Meeting Type (1-1, training, decision making)
 | 1 Votes |
| * Use case
 | 1 Votes |
| * Business model (per user, per meeting, per room)
 | 1 Votes |
| * Device: Mobile, Tablet, Laptop, Large format touchscreen
 | 2 Votes |
| * Meeting Time (Before, During, After)
 | 1 Votes |

**Monica Borrell**

|  |  |
| --- | --- |
| * Meeting Type (1-1, training, decision making)
 | 1 Votes |
| * Frameworks (Agile, Lean, Design Thinking)
 | 1 Votes |

**John Sammarco**

|  |  |
| --- | --- |
| * Async vs. sync
 | 10 Votes |
| * Remote vs. co-located
 | 0 Votes |
| * Use case
 | 10 Votes |

**Jason Diceman**

|  |  |
| --- | --- |
| * Remote vs. co-located
 | 6 Votes |
| * Meeting Type (1-1, training, decision making)
 | 1 Votes |

**Steve Bather**

|  |  |
| --- | --- |
| * Async vs. sync
 | 6 Votes |
| * Remote vs. co-located
 | 6 Votes |
| * Cloud-Based vs. On-Premise
 | 1 Votes |
| * Meeting Type (1-1, training, decision making)
 | 4 Votes |
| * Device: Mobile, Tablet, Laptop, Large format touchscreen
 | 1 Votes |

**John Keith**

|  |  |
| --- | --- |
| * Async vs. sync
 | 1 Votes |
| * Remote vs. co-located
 | 1 Votes |
| * On-going team use vs occasional use
 | 2 Votes |
| * Web-based vs. native software
 | 2 Votes |
| * Meeting Type (1-1, training, decision making)
 | 1 Votes |
| * Device: Mobile, Tablet, Laptop, Large format touchscreen
 | 1 Votes |
| * Meeting Time (Before, During, After)
 | 3 Votes |
| * Frameworks (Agile, Lean, Design Thinking)
 | 1 Votes |
| * project phase: brainstorm, plan, execution
 | 2 Votes |

## Comments

* Meeting Time (Before, During, After)
	+ "I think many tools on the list would check "yes" to all three, but certainly not all"
	*Elise Keith, Mar 18th, 2020 at 2:08am*

* + "And related : focused on the "the meeting" or "the series of meetings over time""
	*John Keith, Mar 18th, 2020 at 2:31am*

* + "this is the same as Asynch/Synch"
	*Steve Bather, Mar 18th, 2020 at 3:44pm*

* + "not necessarily. Scheduling tools aren't identified as "async""
	*Elise Keith, Mar 18th, 2020 at 3:45pm*

* Frameworks (Agile, Lean, Design Thinking)
	+ "Would the meeting frameworks like ToP or parliamentary procedure fit here? Or is this only for business/project management frameworks? If so, would things like EOS, GGOB, etc fit here?"
	*Elise Keith, Mar 18th, 2020 at 2:10am*

* + "Sure! All of them!"
	*Reg Cheramy, Mar 18th, 2020 at 3:09pm*

* Internal to org vs. Internal and External to an org
	+ "Perhaps different wording here? i.e. Accessible only to Internal Org or Both internal and external Accessible (such as inviting and collaborating with other orgs/clients outside of internal network)"
	*Kyle Haffner, Mar 17th, 2020 at 6:01pm*

* + "Might this be the same idea as the public vs private distinction?"
	*Elise Keith, Mar 18th, 2020 at 2:07am*

* Job Role (HR, Sales, Design, Product)
	+ "Really like this one. Assume also that facilitators, consultants, coaches would be good roles to call out."
	*Elise Keith, Mar 18th, 2020 at 2:11am*

* + "YEP!"
	*Reg Cheramy, Mar 18th, 2020 at 3:09pm*

* Add top level features (this will be a longer bigger process but this can be a start)
	+ "I'm sure we can import some feature matrix data from a number of sources (wikipedia etc.)"
	*Reg Cheramy, Mar 10th, 2020 at 7:44pm*

* Async vs. sync
	+ "I'm wondering if Before, During, After and Anytime might be more useful?"
	*Elise Keith, Mar 11th, 2020 at 3:57pm*

* Device: Mobile, Tablet, Laptop, Large format touchscreen
	+ "Could this be simply "responsive vs not"?"
	*Elise Keith, Mar 16th, 2020 at 4:15pm*

* Look at all companies in MeetingSphere and add clarifying comments.
	+ "Link to the MeetingSphere session: https://tinyurl.com/digitaltools20"
	*Steve Bather, Mar 16th, 2020 at 12:07pm*

* Meeting Type (1-1, training, decision making)
	+ "Recommend this list of 17 meeting types
	Big Events (Conferences, etc)
	Team Cadence, Progress Check, 1-on-1, Action Review, Governance
	Idea Generation, Planning, Workshops, Problem Solving, Decision Making
	Sensemaking, Introductions, Issue Negotiation, Community of Practice, Training, Broadcasts"
	*Elise Keith, Mar 16th, 2020 at 4:13pm*

* On-going team use vs occasional use
	+ "Do we also need to capture tools for individuals vs. tools for teams (or one-to-more-than-one collab? Most of our reviewable options are for more than a single person. Just checking."
	*John Keith, Mar 18th, 2020 at 2:29am*

* Optimizer, mathematical programming solver, for optimizing the allocation of resources
	+ "I think we want to go higher level than this. More generic to use for categorization."
	*Reg Cheramy, Mar 13th, 2020 at 3:31am*

* Use cases:( vendor selection, strategy planning, prioritization, decision making, technology selection)
	+ "Formulate a budget"
	*Reg Cheramy, Mar 18th, 2020 at 3:27pm*

* Web-based vs. native software
	+ "Some organizations cannot install software and/or use web-only cloud services"
	*John Keith, Mar 18th, 2020 at 2:23am*

* What business problem does the tool help to solve?
	+ "What would be some examples?"
	*Reg Cheramy, Mar 13th, 2020 at 3:05am*

