Agile ORLANDO
JULY 24-28 2023
PRESENTED BY Agile Alliance
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#AGILE2023
Tips, Tricks, and Hacks for Video Call Facilitation
Not to over complicate things..... But....

And for those of you like me in the room, yes, I know this configuration does not work.

You need one more adapter 😄
Things Change….. Quickly!

In the last 3 months of preparing the slides for this talk, Features, technologies, and tools; have been sunset, launched, changed, etc.
Agenda

• 20 Tips, Tricks, Hacks – 45min
  • Each weighted on two key components
    • Cost: 💵 Low/Free or Moderate
    • Complexity: ⚒ Simple, Involved, or Complex
      • This information is also presented in the matrix handout
  • Question Stops Throughout – 15min Total
• Closing Table Time – 10min
  • How will you apply today's Tips, Tricks, Hacks to your work
Platform Check in

Join at

slido.com
#6002 340
Ready?

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Facilitation Loop

Facilitation Loop

Prep
Open the Session
Doing the Work
Close the Session
Follow Ups

Always take the time to close the loop
Facilitation Loop – Ideas for the Open

**Facilitation Loop**

- Prep
- Open the Session
- Doing the Work
- Close the Session
- Follow Ups

**Always take the time to close the loop**
1 – Music on Zoom

Cost = 💵 Low/Free

Purpose:
• Build energy and engagement
• Great while gathering everyone

Complexity = 🔧 Simple

Tools:
• Platform: Zoom
• Music

Cautions:
• Volume Levels
• Audio clipping
2 – Music on Other than Zoom

Cost = 💵 Low/Free

Purpose:
• Build energy and engagement
• Great while gathering everyone

Complexity = 🔧 Simple

Tools:
• Platform: All
• Music

Cautions:
• Audio will drop when someone else speaks
• Audio clipping
3 – Noise Reduction Caution

**Cautions:**

Voice Isolation mode will clip your audio

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Zoom optimized audio *(recommended for most users)*

- Background noise suppression
  - Auto *(automatically adjusts noise suppression)*
  - Low *(faint background sound)*
  - Medium *(computer fan, pen taps)*
  - High *(background speech)*

Noise suppression

Choose Low if you want others to hear music. Learn more

- Auto *(default)*

Noise cancellation

Filters out sound from your mic that isn't speech
Bonus – Music on Macs

Cautions:

Macs have Voice Isolation built into the system
4 – Change Name Ice Breaker

Cost = 💵 Low/Free

Purpose:
• Connection
• Ice Breaker / Check In

Complexity = 🔧 Simple

Tools:
• Platform: Most*
  Google Meet - No
  MS Teams - soon?

Cautions:
• Host Meeting settings need to allow it
• Some platforms might not allow (web/phone)
5 – Zoom Backgrounds

Cost = 💵 Low/Free

Complexity = 🔧 Simple

Purpose:
• Fun
• Ice Breaker / Check In
• Team agreements

Tools:
• Platform: Zoom

Cautions:
• Older versions of Zoom
• Must be enabled in your zoom settings
6 – Google Meet Backgrounds

Cost = 💰 Low/Free

Complexity = 🔧 Simple

Purpose:
• Fun
• Ice Breaker / Check In
• Team agreements

Tools:
• Platform: Google Meet

Cautions:
• Older versions
7 – Google Meet Companion Mode

Cost = 💵 Low/Free

Complexity = 🔧 Simple

Purpose:
• Split content from video windows

Tools:
• Platform: Google Meet
8 – Zoom Immersive View

Cost = 💵 Low/Free

Purpose:
• Gives a more intimate feeling to the gathering

Complexity = 🔧 Simple

Tools:
• Platform: Zoom

Cautions:
• Older versions of Zoom
9 – Teams Together View

Cost = 💵 Low/Free

Purpose:
• Gives a more intimate feeling to the gathering

Complexity = ⚒ Simple

Tools:
• Platform: MS Teams

Cautions:
• Older versions of Teams
Questions, clarifications or reflections?

Self Reflection:
How could you use what you have seen so far?
10 – Zoom Avatar

Cost = 💵 Low/Free

Purpose:
• Add play into meeting
• Use for Neutrality

Cautions:
• Older versions of Zoom

Complexity = ⚒ Simple

Tools:
• Platform: Zoom
11 – Google Meet Avatar

Cost = 💵 Low/Free

Purpose:
• Add play into meeting
• Use for Neutrality

Cautions:
• Older versions

Complexity = 🔧 Involved

Tools:
• Platform: Google Meet
Bonus – MS Teams Avatars

Avatars for Microsoft Teams: in Public Preview
Add a new layer of choice to your meetings. Connect like never before with avatars for Teams. Learn more about enabling the avatars for Teams experience here.
Facilitation Loop – Ideas for Doing the Work

Always take the time to close the loop
12 – Google Meet Exploding Reactions

Cost = 💵 Low/Free

Purpose:
• Add play into meeting
• Align participants

Cautions:
• Older versions

Complexity = ⚒ Simple

Tools:
• Platform: Google Meet
13 – Presentation mode Miro

Cost = 💵 Low/Free

Purpose:
• Slides that your participants can interact with
• One platform

Cautions:
• More features such as participant tool control
  – Part of higher paid plans

Complexity = 🔧 Involved

Tools:
• Platform: Miro (all)
14 – Breakout Frames for Miro

Cost = 💵 Moderate

Purpose:
• Quickly duplicate content for break out rooms

Complexity = 🔧 Simple

Tools:
• Platform: Miro Paid

Cautions:
• In Beta (Changes expected)
15 – Meetings inside Miro

Cost = 💵 Moderate

Purpose:
• Keeps everyone together in the same tool

Complexity = 🔧 Involved

Tools:
• Platform: Miro Paid

Cautions:
• Paid version of Miro
Questions, clarifications or reflections?

Self Reflection:
How could you use what you have seen so far?
Cost = 💵 Low/Free

Purpose:
• Collaboration

Complexity = 🔒 Involved

Tools:
• Zoom
• iPad or tablet for Bonus Tip

Cautions:
• Older Versions
• Can not be used while sharing other content
17 – Zoom Slides as Virtual Background

Cost = 💵 Low/Free

Purpose:
• Visually draw attention to slides while still engaging with audience

Complexity = 🛠 Involved

Tools:
• Zoom
• Power Point or Keynote

Cautions:
• Background movement
Bonus – Power Point Cameo

Cost = 💵 Low/Free

Purpose:
• Visually draw attention to slides while still engaging with audience
• Presenting in Teams Automatically switches your view for you.

Complexity = 🔧 Involved

Tools:
• All Platforms
• Power Point
What is OBS
18 – OBS Content as Virtual Background

Cost = 💵 Low/Free

Purpose:
• Visually draw attention to content

Complexity = 🔧 Complex

Tools:
• All Platforms
• Any Screen/Program you want behind you
Cost = 💵 Moderate

Purpose:
• Great for teaching points

Cautions:
• Not collaborative

Complexity = 🔧 Complex

Tools:
• All Meeting Platforms
• OBS
• iPad
Cost = 💵 Moderate

Purpose:
• Great for teaching points

Complexity = 🔧 Complex

Tools:
• All Meeting Platforms
• OBS
• iPad

Cautions:
• Not collaborative
Bonus – Stream Deck controller

Cost = 💰 Moderate

Purpose:
• Makes quick work of lots of tasks

Complexity =🔧 Simple

Tools:
• Stream Deck
Questions, clarifications or reflections?

Self Reflection:
How could you use what you have seen so far?
Thank you!
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