



Meeting Wiki: Making Technology Work for You!

Lesson Author(s) and Institutional Affiliation:

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Abstract:

Wikis can play a role in enhancing meetings, and in some cases, replace them altogether. This lesson will introduce participants to the concept of wikis and lead them in a brainstorming session about how a wiki could be used to improve the operations of the group.

Objectives:

- Explain what a “wiki” is and offer examples
- Identify options for using wikis to improve meetings and collaboration between meetings

Advance Preparation:

- Review lesson outline and materials
- Set up an account and explore a wiki platform (i.e. Google Docs or PB Wiki)

Materials Needed:

- Computer with Internet connection and connected Overhead Projector
- One copy of the Handout “Your Wiki Isn’t Wikipedia” per participant

Time Needed:

- 20 minutes for instruction; additional time for follow-up activities

BACKGROUND

Wikis can play a role in enhancing meetings, and in some cases, replace them altogether. A wiki can be a great place to store meeting minutes and provide the opportunity for participants to offer additional input outside of the meeting. A wiki can also reduce the number of meetings needed to keep a project on track. Communication

and synergy of ideas are the two main goals of most meetings, and a wiki is an excellent tool that can accomplish both of these goals.

Wiki technology was invented in 1995 to enable a group to edit a website. Wikis are websites with basic editing tools, including built-in revision control (i.e. “undo”). Wiki sites can be public or private; most are private. Free wiki platforms include Google Docs, PBwiki, Wikidot, Zoho Wiki, and more. Wiki software is designed to be easy to use, requiring little training and no expertise in Web programming languages. Generally, each wiki page includes an “edit this page” link that allows users to do just that, often with a WYSIWYG (what you see is what you get) editor that allows word processor-like access.

INTEREST APPROACH

- Ask: What frustrates you most about meetings?
 - Highlight answers that relate to wasted time
- Note that the use of a wiki can enhance meetings and in some cases replace them altogether.

Tips for Using this with your Council

- Before presenting this lesson practice using a wiki on a project and then share that experience

LESSON

- Ask: Who knows what a wiki is?
 - Solicit responses
 - Note that “wiki” means quick in Hawaiian
- Share one of the following videos:
 - Wikis in Plain English, <http://www.youtube.com/watch?v=-dnL00TdmLY&feature=related>
 - Google Docs in Plain English, <http://www.commoncraft.com/video-googledocs>
 - Pb wiki – What is a wiki?, <http://www.youtube.com/watch?v=ZmByB0slPog>
 - Wetpaint Wikis in Plain English, <http://www.youtube.com/watch?v=F7BAU2XX5Ws>
- Lead the group in a brainstorming session about how the group could use a wiki to improve efficiency and effectiveness. You might facilitate this discussion through a think-pair-share process.
- To stimulate additional discussion, play one or more videos from “21 Days of Wiki Adoption” (<http://www.ikiw.org/21days/>). Consider highlighting the videos on “better meetings”, “meeting agenda”, and “meeting minutes”.
- Distribute copies of the article “Your Wiki Isn’t Wikipedia” (http://www.ikiw.org/wp-content/uploads/2009/01/stc_intercom.pdf), and highlight additional ideas not previously shared in the brainstorming process.

APPLICATION

- Allow participants the opportunity to practice using a wiki.
- Select a wiki platform (i.e. Google Docs or PBwiki) and invite everyone to create an account. Then post the meeting minutes and the agenda for the next meeting on the wiki.

REFERENCES AND RESOURCES

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- Zoho Wiki. (n.d.). Retrieved March 12, 2009, from <http://wiki.zoho.com>

HANDOUTS

- Mader, S. (2009, January). Your Wiki Isn't Wikipedia: How to Use It for Technical Communication. *Intercom*. Retrieved March 12, 2009, from http://www.ikiw.org/wp-content/uploads/2009/01/stc_intercom.pdf

POWERPOINTS

- None Provided

EVALUATION

- See attached