**Summary of Technology Used to Support Meetings and Group Decision Making**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tool** | **Application** | **Website** | **Comments/ Mentioned by** |
| Tricider | Brainstorming and voting tool | <http://www.tricider.com/home>  | Particularly useful and free (University of Northampton)We have used Tricider to vote for/suggest options for group decision making. (University of Salford) |
| Pinipa | Collaborative project management for multiple work streams of strategic initiatives  | <https://pinipa.com/> | Used in previous organisation. It is a collaboration tool so you can create groups and collect ideas and then there is functionality to manage individual ideas a projects. (Birmingham City University) |
| MicrosoftOneNote | Note-taking app | <http://www.onenote.com/>  | We used “class notebook” in onenote as way of doing a roving group exercises - so one group looked at one questions typed up their responses in OneNote, then looked at another tab in the class notebook to add their comments to a question another group looked at. We did it with about 100 people each looking at different tabs depending on their department. Worked well - there was one group who couldn’t access the tab - we think we may have just reached capacity. Saved us writing up lots of flips at the end. (University of London) |
| Microsoft Forms – part of Office 365 | Quickly assess student progress and get feedback with easy-to-create surveys, registrations, quizzes, and more. | <https://forms.office.com/>  | Easy to create and share surveys and quizzes and recently improved to allow branching questions. (Nottingham Trent University) |
| Microsoft Office 365 |  |  | If you share a document saved to OneDrive, then multiple people can edit at once. Messy, but fun. I find the Online versions are most successful as it updates instantly eg: Word online. I’ve had up to 11 people simultaneously editing a Word online document (Nottingham Trent University) |
| Microsoft Office Mix (within PowerPoint)  | PowerPoint add in to create and share interactive online videos | <https://mix.office.com/en-us/Home> | Lets you create interactive content including a range of quiz question types. Works best when viewed individually, but could work in a group setting too. (Nottingham Trent University) |
| Poll Everywhere  | Text messages polls and voting | <https://www.polleverywhere.com/>  | This is popular with academic colleagues to improve engagement in lecture situations as students can use phones, tablets or laptops to participate. (Nottingham Trent University) |
| Microsoft Yammer | An online but private business social network for fostering communication among employees. | <https://www.yammer.com/>  | Set up a private Yammer group to get a collaboration space which works across departments within an institution. We have access to Yammer through our Office 365 subscription (Nottingham Trent University) |
| Kahoot  | Learning games | <https://getkahoot.com/>  | Our School, Colleges, Community Outreach team find this goes down well with their school and college clients, and I know some academics use it too. (Nottingham Trent University) |
| Padlet | An online bulletin board that groups can use to collaborate and display information for any topic. | <https://padlet.com/> | Often used in lectures or seminars, but would work equally well as a brainstorming tool. (Nottingham Trent University)(Canterbury Christchurch University) |
| Mentimeter | Interactive presentation software | <https://www.mentimeter.com/> | We regularly use Mentimeter in our meetings and outside them to gather data and priorities. In addition to the ratings/word cloud questions, the 100 points-type question is also really useful because it allows people to assign priorities to a selection of areas. The free version only allows 3 questions though. (University of Salford)Great for quick feedback – you can make wordclouds, get responses on preferred choices (Canterbury Christchurch University) |
| TurningPoint | Interactive polling and quizzes | <http://www.turningtechnologies.co.uk/> | We like this because it’s anonymous but can be time consuming to hand out and collect in all the clickers. (Nottingham Trent University) |
| Microsoft Surface Hub | Multi-touch screen to support group work  | <https://www.microsoft.com/microsoft-surface-hub/en-us> | New kit we have recently got. The Hub is designed with 2 built in cameras and a touch screen, so good for Skype meetings. Early days for this. (Nottingham Trent University) |