

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)
Microsoft OneNote	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)