Agreedo, an online meeting agenda collaboration site, helps make meetings more efficient and purposeful through three main functions:

1) **Schedule a meeting through Agreedo and then work together to build the agenda.** The meeting host creates a meeting in Agreedo, including their main talking points, responsible party and due date. Once they've initiated the meeting agenda they can share the agenda specifics through a link using common forms of meeting setup including Outlook, Lotus Notes and Gmail. Through this link, meeting attendees have the ability to review the agenda and even add agenda topics, or sub topics. The meeting host also has the option to "moderate" the meeting minutes. This setting makes the host the only person with permission to change the agenda, while still allowing others to review agenda items prior to the meeting to prepare for discussion.

2) **Begin the discussion before the meeting ever happens**. Even when the host is moderating the agenda, invitees still have the ability to comment on agenda items with initial thoughts and can even attach documents to support agenda items. This allows users to begin thinking about agenda items and get their initial thoughts out for everyone to ponder before the meeting ever happens.

3) **Meeting minutes and follow-up.** The third functionality allows users to create real time meeting minutes. Notes can be added as discussions are had, conclusions are made and as follow-up tasks are assigned. Once the meeting is complete all attendees can access the meeting minutes through Agreedo. This function, coupled with the ability to comment prior to the meeting, is especially useful for those who are unable to attend in real time.

That covers the three main functionalities of this tool. However, there are many other integrated benefits built into Agreedo such as: reminders for those that are assigned tasks, built in auditing and governance for those companies which must be wary of compliance and/or corporate standards, it is HTML5 capable (which means you access through your mobile device!), and it's FREE for all!

How Can Agreedo be Used in Blended Learning Instruction:

One of the trends that we found when studying effective blended learning environments was that setting expectations at the beginning of a class helps with learner engagement and knowledge retention. Anyone that has experience with training also knows that it is important to have an outline of objectives and also have a gauge for what the class's experience level and expectations are. Agreedo would be a great way to help outline objectives and set expectations in preparation for a face-to-face or distance learning class. Not only can the host outline prescribed objectives, but the class attendants can also contribute questions or thoughts that they would like addressed. This will help the host understand the expectations and experience level of the audience and ensure they fulfill the expectations of the class, or at least acknowledge questions or concerns that are unable to be addressed in detail during the class session. Additionally, once the class session is complete, a recap of key learning points could be made available to the class through Agreedo.

Activity:

Objective: Utilize Agreedo to set and gather expectations for online WebEx Courses designed to compliment traditional classroom learning through idea sharing built on trainee experiences. Utilize the meeting minutes function to share key takeaways and link to resources as a recap for those who attended and as a supplemental training resource for those unable to attend.

Background:

Trainees attend a traditional 5 day sales training class to learn the basics of business building through face-to-face contacts. There is a lot of information covered during this class, so follow-up training will be necessary to support learning and retention. Key learning topics for this first 5 day class include but are not limited to: first and repeat face-to-face contacts with residential and business prospects

- planning and organizing
- phone presentations technical
- appointment processes
- systems training
- Continued learning expectations.

Following class, trainees go into the field to apply what they've learned and work with a dedicated mentor to help them fine-tune skills through role-playing and coaching on field experiences. Webex classes are conducted at weeks 2, 5 and 7 to reinforce class training and prepare trainees for the second in class training class occurring two months after the first class.

Procedure:

1. Two weeks following class the instructor hosts a Webinar designed to reinforce key learning points introduced during class. The instructor will act more as a moderator of conversation and idea sharing, engaging the class to learn from their own knowledge and experiences.
   a. One week prior to the webinar, the instructor (host) initiates the meeting in Agreedo and sends the meeting invitation to the class via Outlook. Meeting agenda for this first webinar includes:
      i. Planning and Organizing (tips and challenges)
      ii. Face-to-face Contacts Successes
      iii. Face-to-face Contacts Challenges
      iv. Systems Review (entering prospect information, shortcuts, timeblocking, etc.)
      v. Field Training (tips)
      vi. Reminders and Questions
   b. The invitation should outline instructions for participation expectations from the class through Agreedo. Participation expectations would include:
      i. Review the agenda prior to class.

ii. Add any sub-bullets in relation to the topic that should be discussed. For example, under face-to-face contact challenges "How to overcome the objection, 'I'm not interested,' or "Best ways to ask for a phone number"

iii. If you have a great idea to share around one of the subtopics, please include this as a comment.

iv. Please feel free to attach any internal resources you have found to help you in your initial two weeks of prospecting.

v. Prior to the meeting, please print a copy of the agenda to follow along and take notes during the WebEx.

c. After the webinar has concluded the instructor should capture key points on the Agreedo meetings minutes, include any relevant links or resources that were discussed and can complement the training (i.e. job aids for systems training) and send out to the attendees as well as anyone who was unable to attend this complimentary training.

2. Following the same procedure as outlined above, the instructor should schedule another webinar to be conducted 3 weeks later (5 weeks post in-class training) to discuss repeat contacts. The agenda will change, but class expectations would follow the same format.

3. Repeat for any subsequent Webex training courses.

Resources to learn more about Agreedo:

http://www.agreedo.com/seemore.html

http://www.getapp.com/agreedo-application

http://www.makeuseof.com/tag/agreedo-write-manage-business-meeting-minutes-free-online/