



A. J INSTITUTE OF ENGINEERING & TECHNOLOGY, MANGALURU

(A Unit of Laxmi Memorial Educational Trust ®)

(Approved by AICTE, Affiliated to Visvesvaraya Technological University, Belagavi)

Date: 13-12-2022

Report on “Hands on Session on usage of Virtual Meet Platforms for Effective Team Collaboration”

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|--|---|-----------------------------|-------------------------------|---------|---|--|
| Name of the Program: | Hands on Session on usage of Virtual Meet Platforms for Effective Team Collaboration | Program Dates & Timings: | 10-12-2022 09.30am-12.30pm | | | |
| Name & Details of the Resource Person: | Prof Anil B V, Associate Professor, KVG College of Engineering | | | | | |
| Organized by (Clubs/ Dept.) | Department of Civil Engineering | In Association with (clubs) | - | | | |
| Number of Participants | 26 | Students | 26 | Faculty | - | |
| Program Outcome (PO) Mapping | PO4,PO5,PO9,PO10, PO12,PSO2 | | | | | |
| Coordinators | Ms. Babitha, Asst. Prof, Dept. of Civil Engineering | | | | | |

About the Program:

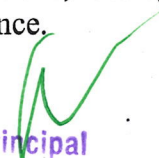
The objective of this hands-on session was to provide participants with practical knowledge and skills in utilizing virtual meet platforms to enhance team collaboration. The session focused on exploring various platforms, understanding their features, and applying best practices for effective virtual communication and teamwork. The session was conducted for the first year students of the civil department. The resource person for the event was Prof. Anil B V, Associate Professor, KVG College of Engineering, and the coordinator for the work shop was Ms. Babitha, Asst. Prof, Dept of Civil Engineering.

Virtual Meet Platforms Discussed were:

1. Zoom:

- o **Features:** Video conferencing, breakout rooms, screen sharing, recording, chat, webinar support.
- o **Best Practices:** Use breakout rooms for smaller group discussions, leverage screen sharing for presentations, and record meetings for later reference.

2. Microsoft Teams:


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- o **Features:** Integrated chat, video meetings, file sharing, collaboration on documents, team channels.
 - o **Best Practices:** Use channels for organized team discussions, collaborate on files directly within the platform, and schedule meetings through the integrated calendar.
3. **Google Meet:**
- o **Features:** Video conferencing, integration with Google Workspace, real-time captioning, screen sharing.
 - o **Best Practices:** Use integration with Google Calendar for scheduling, enable real-time captions for accessibility, and share documents through Google Drive.
4. **Cisco Webex:**
- o **Features:** Video meetings, screen sharing, whiteboarding, meeting recording, integration with Cisco hardware.
 - o **Best Practices:** Utilize whiteboarding for brainstorming sessions, integrate with Cisco hardware for enhanced audio and video quality, and record meetings for documentation.
5. **Slack:**
- o **Features:** Messaging, video calls, file sharing, integration with other apps.
 - o **Best Practices:** Use channels for topic-based discussions, integrate with project management tools, and conduct quick video calls for immediate needs.

Objectives: The program **Hands on Session on usage of Virtual Meet Platforms for Effective Team Collaboration** will enable students to

- explore the unique features of each platform, focusing on how they can meet different team needs.
- Introduce Hands-on exercises including setting up meetings, managing breakout rooms, and collaborating on documents.

Outcomes: On successful completion of program of this session the student should able to:

To explore additional features and advanced functionalities of their chosen platforms.

Use techniques for fostering collaboration, such as using shared documents, assigning tasks, and tracking progress

Integrate virtual platforms with other tools and manage larger meetings.

Articulation Matrix:

| Course Outcomes | Program Outcomes POs | | | | | | | | | | | | PSOs of Dept. of CV | |
|-----------------|----------------------|---|---|---|---|---|---|---|---|----|----|----|---------------------|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | PSO 1 | PSO 2 |
| 1 | | | | 2 | 2 | | | | 2 | 2 | | 2 | | 2 |
| 2 | | | | 2 | 2 | | | | 2 | 2 | | 2 | | 2 |
| 3 | | | | 2 | 2 | | | | 2 | 2 | | 2 | | 2 |
| Average | | | | 2 | 2 | | | | 2 | 2 | | 2 | | 2 |

Photos:



Hands on Session on usage of Virtual Meet Platforms for Effective Team Collaboration



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