Tools for AIEA Peer-Learning Circles Virtual Meetings

Below are four virtual meeting platform options. These are just suggestions, you are free to use any platform that works best for your group.

Zoom
Zoom is a remote conferencing service that allows colleagues to hold virtual meetings with one another from anywhere with an internet connection. It offers video, audio and screen sharing, as well as group messaging, on all sorts of devices.

Join.me
This versatile, easy-to-use program can be loaded onto desktop computers, laptops, tablets and smartphones. Join.me allows up to 10 individuals to view your screen at the same time, fostering collaboration for idea generation, sales demos and presentations.

Skype
Videoconferencing tools to network with colleagues around the world. The app can be loaded onto smartphones, computers or even televisions that will support it. Free HD video calls can be made and broadcast to groups of up to 25 individuals. Photos and files of all sizes can be transmitted using the tool. Skype to Skype calls are free, anywhere in the world.

Google Meet (previously named Google Hangouts)
Meet, is designed around scheduled video meetings among team members, with similar features to Zoom like calendar syncing, conference room booking, and a more polished user interface. Google meet allows up to 250 individuals to view your screen at the same time.

Virtual Group Meeting Schedulers

You will be required to schedule several meetings with participants. Below are a few suggestions on online meeting schedulers.

Doodle
With Doodle, you can pick date and time options, and poll a group to see what works best for them. You don't have to sign up for a Doodle account to participate in a poll. You can also create a public Doodle URL, where individuals can request a meeting with you based on your listed availability.

Rally
Rally lets you create a simple, straightforward poll where attendees can vote on a day for an event that works best for them. It also includes an open comment section on the meeting page, so attendees can plan the meeting agenda or discuss details before the event.

[Assistant.to](#)

Assistant.to lets you work directly from Gmail and Google Calendar to select available meeting times and share those open slots with the person you're trying to schedule a meeting with. From within the message compose screen in Gmail, you can select the meeting duration and location. This information is included in an email, allowing the recipient to click on the time that works best for them. Once you've agreed on a time, the app adds the meeting with all the relevant details to your calendar. Currently, group scheduling is not an option.

[LettuceMeet](#)

LettuceMeet is the easiest way to schedule group meetings. Instead of having to preselect time blocks, LettuceMeet lets everyone add their availability on a grid so you can see the slot that best overlaps. It also integrates with Google/Outlook calendar, allowing you to view your events when adding your availability.