

Planning a tour – selection of the destination

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Meeting Description

This agenda was completed earlier so that a sample report would be available. However, you are invited to register later - using any login name you wish, so that you can see how some similar steps would work.

Several activities were used to plan a major group tour. A single city would be chosen as the actual destination for which arrangements would then be made.

The first activity asked group members to suggest up to 3 cities they would like to visit. Then the list was edited offline to remove any duplicates.

That list was then available for comments to help the group members to rate the suggested destination cities. Participants would have received an email copy of these comments.

After the comments were distributed, an activity was posted to collect ratings on the various destinations.

Group members were asked to enter a rating for each destination on each of four criteria

The five top-rated sites were used for the final selection.

Participants had an opportunity to indicate their preference with a simple yes/no vote. The preferred destination was marked 'Yes' and the others received 'No'

Feedback was solicited from participants on this entire series of activities.

The resulting report was produced from all activities and is published here.

NOTE: This agenda could have easily been completed in one meeting where all participants were either gathered in the same place, or were logged in at the same time and received instructions via tele-conference.

Click [here](#) if you wish to proceed immediately to the demo meeting.

Brainstorm a list of potential tour destinations

Please enter, one at a time, up to three cities that you would like to visit, or include in a tour.

- Paris
- Athens
- Budapest
- London
- Athens
- Istanbul
- London
- Paris
- Athens
- New York
- San Francisco
- Sydney
- Shanghai
- Vancouver
- London

Remove duplicates from the list

The facilitator reviewed the list and removed duplicates, leaving the following cities:

Paris
Athens
Budapest
London
Istanbul
New York
San Francisco
Sydney
Shanghai
Vancouver

Collect information about the suggested destinations to help participants rate the cities

Enter your comments about the cities on topics such as: what to eat, what to buy as souvenirs, what to see and any other general comments about each destination about which you have some knowledge. This information will help others to determine their choices in the following activity where the destinations will be rated. Quality of the information depends entirely on the entries by all participants.

Paris

- I've always wanted to climb the Eiffel tower
- go to the Louvre - amazing
- shop till you drop - go to the garment district
- walk around at night time to see the lights

Athens

- hear that the food is great
- too many historic sites to name - see as many as you can and imagine all that has happened there since
- side trip to an island is recommended, remember Shirley Valentine
- good shopping in the markets

Budapest

- restorations going on - fabulous place to walk around
- Szentendre just outside the city is worth a visit
- love to have visited the parliament buildings
- Have coffee and sweets at Gerbeau (not sure how to spell that)

London

- the tower and see the crown jewels
- go on that large ferris wheel and see the sights
- worth a visit to the Thames dam project at Greenwich

Istanbul

- went there once - be sure to visit the Sultan Ahmet section - old city

New York

- very exciting - lots of good theatre
- see as many shows as you can afford - too expensive to shop there

San Francisco

- always wanted to ride on the cable car
- Fisherman's wharf restaurants are overpriced but you can't beat the atmosphere

Sydney

- loved the Opera House
- be sure to go outside the city to the Blue Mountains
- take the hydroplane across Sydney harbour

Shanghai

- best shopping in the world
- visit Nanjing Road but shop at the markets

Vancouver

- too rainy in the winter but great in summer time so choose your travel time carefully
- OK - travel to somewhere more exotic is preferred

Rate the proposed destinations

Rate each city against each of the criteria on a scale from -5 (lowest rating) to +5 (best possible rating). Select the next city by clicking on the topic list or click Choose Topic.

Click Send when finished rating all cities.

Criteria	Athens (15.20)	Istanbul (15.00)	Shanghai (12.00)	Paris (11.20)	Budapest (6.20)	London (5.40)	San Francisco (2.00)	Vancouver (1.80)	New York (1.60)	Sydney (1.40)
many tourist sights	4.80	3.40	3.60	4.00	1.80	3.40	1.60	1.60	1.80	1.80
plentiful shopping	2.40	3.60	4.60	4.40	0.40	3.80	1.80	1.60	4.20	0.00
historical interest	4.80	4.60	1.80	3.60	2.00	2.40	0.80	0.00	-1.20	0.00
can be enjoyed without much money	3.20	3.40	2.00	-0.80	2.00	-4.20	-2.20	-1.40	-3.20	-0.40

NOTE: The range of ratings (between highest and lowest assigned value) and the % of variability among participants could also have been shown. Any portion of this chart may also be graphed.

List the top five destinations

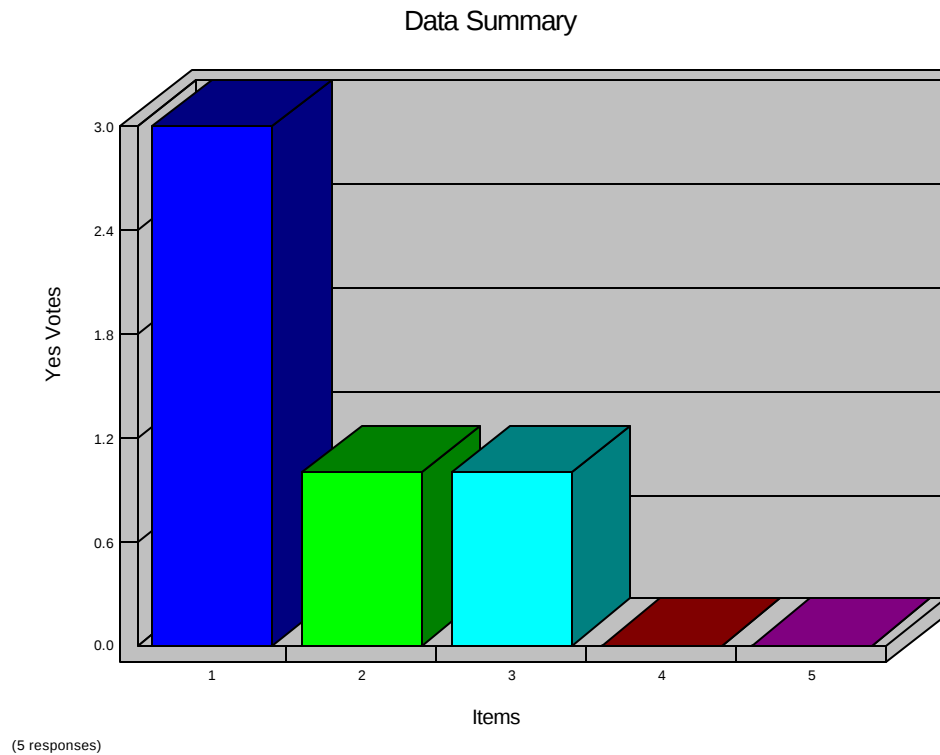
This was done by the facilitator based on the ratings

Athens
Istanbul
Shanghai
Paris
Budapest

Agreement with the selections

Vote “yes” to select the city you would most like to visit.

Summary Graph



# Item	Total Votes
1. Athens	3
2. Istanbul	1
3. Shanghai	1
4. Paris	0
5. Budapest	0

Feedback on this process

General comments on this "online meeting" approach - ease of use, applicability or this approach in your workplace, etc.

- very easy to use
- I could use this to rank job candidates
- instructions were clear and easy to follow
- I enjoyed this process - seems like it is easier than using a flip chart
- easy to follow - instructions were clear
- it would be good to get anonymous feedback on projects
- good for teams to evaluate their progress
- I'd like to do this on course selections for next year
- good stuff but I can't think of how to use it for sales, which is my business
- maybe good for team meetings especially if everyone isn't getting along too well
- you don't have to be seen agreeing with the boss
- it was OK - I do like lots of discussion
- good to save travel time if it really works on the Internet

Questions about MeetingSuccess, this process or meetingworks software.

- Is training available on this software?
- How much does the software cost to buy?
- No comments at this time
- Can workstations be shared?
- Is it hard to do online?
- How long does it take to prepare for a meeting?

NOTE: *if this had been an actual meeting, for a client, responses for the above questions would have been provided by MeetingSuccess.*