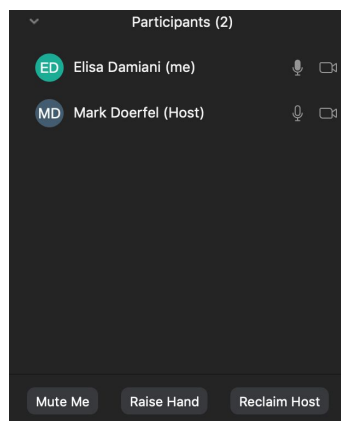


### Meeting Structure:

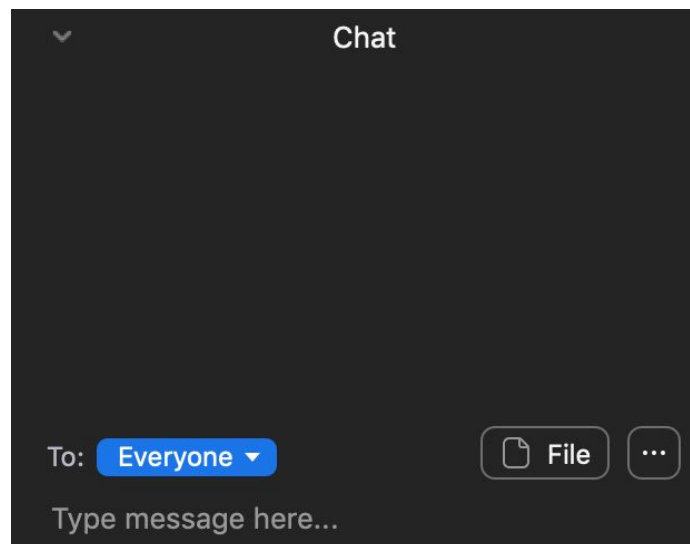
- **Agenda:** you should all have received an agenda few days before the meeting with a description of the meeting
- **Introductions:** the first item of the meeting will be introductions so we all make sure we know who we are
- **Goals:** the introduction will be followed by a quick reminder of the goals for the meeting
- **Meeting roles:** in the meeting we will have a facilitator, a timekeeper and someone taking notes of the actions and decisions made

### General Guidelines:

- **Zoom for meetings:** we will be using Zoom for our meeting, the web version works fine but if you can download the app ahead of the meeting that would be great. More information on where to download here: <https://zoom.us/download>
- **Video:** if possible, please join using video through webcam this way we can also see each other and even if we are remotely connected feel that we can see and relate to each other.
- **Mute functionality:** when joining the meeting you will be muted, for meetings where there are a lot of attendees we recommend to stay muted while other people are speaking to mitigate background noise, though remember to unmute yourself when you want to speak!
- **Raise hand:** you can use the raise your hand functionality to let others know that you would like to speak next, once the speaker is ready to give you the floor they can lower your hand. To be able to use this functionality you need to have the participant panel open, as in the screenshot below:



- **Identify yourself:** not everyone always will be able to see who is speaking so it's always a good idea to start with a quick "Hey, Elisa here"
- **Chat:** zoom has a chat functionality, you can either chat to everyone or to a particular person in the call. The chat is a great way to share documents or links that you want to share with the group or to let everyone know in a less disruptive way if you are experiencing some connection issues or if you need to momentarily leave the room. The chat function is also in the participant panel:



- **Screen sharing:** Zoom allows the speaker to share their screen so we can all focus on the same document and see any live change to it, if you are going to share your screen make sure you have desktop notifications muted so the banners don't show up during the call.
- **Virtual background:** since it's an extraordinary time we are all working from home with our partners, families and/or pets, which means that people/animals can walk into the room we are in, if this happens is not an issue, but if you want to mitigate this you can also add a background to the call from preferences, this way people will see the background you have chosen instead of the room you are at, more information on this can be found here:

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>