

## TR Register Committee & Co-ordinators - Summary of Zoom Testing & Outcomes.

I think it is important that we evaluate the new software (Zoom) that we have purchased (\$230 p/a) for the club. The evaluation has taken place over 7 months, so it has been a carefully considered proposal first suggested by Rob Bradford in mid 2017.

### What have we learned?

1. it works ... surprising a few of us I think (myself included)
2. all of you have made a really great effort to get the software installed, tested and trialled.

### What is positive?

1. Possibly for the first time a large percentage of the club's management team have been able to get together (almost) face to face, overcoming the tyranny of distance.
2. Communication is instant and improved and free of line charges.
3. The variety of devices used to "connect" has meant that little special purpose gear is needed by users (although some may see the advantage of having a headset and/or webcam).
4. Meetings can be scheduled on line by email and probably by messaging to phones.
5. It has proved possible to run a Technical Talk as occurred in Queensland hosted by Peter Clarke and presented by Rob Bradford. With the ability to connect to 100 users, this facility opens lots of possibilities to help our members. Remembering that the software is a free download.
6. *Rob Bradford says:* I would add to your assessment, that zoom can also be used between individuals or small groups to facilitate or organise events such as conours etc as the ability to share information in real time should make for quicker and better understanding of issues and outcomes compared to one on one phone calls.

### What needs attention & correction? (my observations only)

1. It is important that the meeting has a PURPOSE and a written AGENDA the latter being circulated with the invitation sent to prospective attendees. That worked well for the May monthly meeting but not so well for the co-ordinators meeting (NO fault, we are all learning).
2. Each user needs to exercise meeting etiquette... it is all too easy to have everyone talking at once! There are some Zoom tools we can use to help with that and we will gradually learn how to use them.
3. Zoom meetings have what is termed a HOST. The "Chair" / facilitator / presenter, could be the host but sometimes it can be useful to have another person manage that or to assign a CO-HOST. More thought needed on this.
4. **For TECHNICAL TALKS:**
  - o the presentation needs to be done in a quiet environment with as few distractions as possible.
  - o the video camera in a phone, tablet or even a laptop would work at a pinch. But a special purpose camera and mounting would help. *[unless you have the services of Kevin Gulliver who proved adept at holding a mobile phone in a vice-like grip... henceforth to be known as "Kevin Tripod Gulliver"]*
  - o the presenter would find that a headset mic/earphone to be useful - even better if Bluetooth.

- it needs to be well advertised to get as many members as possible to look-on and later ask questions.
5. **For PHYSICAL MEETINGS** such as Committee meetings:
- the "chair" can run the meeting with a laptop and for small meetings that would be OK but for meetings where there are Committee members and guest members:
    - a central omni-directional conference MICROPHONE would be very useful located, say, on a table around which people can sit.
    - a large screen monitor or TV set mounted where the meeting attendees can all see it would be very useful. That way, they can see the ON-LINE attendees as well. *[many function rooms have such TV/monitors and all that may be needed is a video cable to connect a laptop to the TV].*
    - conversely, a wide angle camera could be used to show the on-line people who is physically present in the room AND who is talking / presenting/ moving a motion etc.
    - the "chair" can conduct the meeting, facing the attendees; viewing his/her laptop with microphone if the central mic or monitor is too far away
    - NOTE: there is an issue which occurs if attendees have a phone/tablet/laptop which is in the room and connected to the live Zoom meeting ... there can be serious "feedback" from all the microphones interacting. Leaving them MUTED is OK.

Please send me your comments to add to this and perhaps we can present it on the web/Sidescreen for members.

Rick Fletcher 20 May 2018