Let's Improve Your Zoom Meetings!

11 helpful suggestions:

1) If you haven't already done so, OPEN YOUR OWN ACCOUNT. Free accounts allow you to meet with up to 100 people for 40 minutes.
2) If you haven't hosted a Zoom meeting before, set one or more up with friends and practice before your scheduled event.
3) DON"T USE YOUR PHONE to host a meeting. Use a computer or laptop.
4) Designate a co-host(s) who can help you screen and admit participants and who can take over if something disrupts your own internet connection.
5) MUTE EVERYONE and insist people stay muted unless they are speaking to everyone.
6) Check the identities of participants, those showing only their phone numbers or "iPad of...", etc. Get their NAMES.
7) Tell people to turn off their video if they are about to step out or do something embarrassing.
8) Use insider.SarasotaDems.org for great updated information.
9) PREPARE AGENDAS FOR YOUR MEETINGS. Solicit agenda items a week or so before your meeting and send out an agenda a day or two before your meeting. People really appreciate well planned meetings.
10) Familiarize yourself with ROBERTS RULES OF ORDER (Roberts Rules Cheat Sheet http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf) It provides great help in running an organized meeting.
11) Use a virtual background (either one of Zoom's or import your own image) to avoid unexpected distractions in the background.