



# Supporting Virtual Meetings Using Zoom

## Potential Design for Common Meeting Flow

---

### Arrival

- Share Screen: Have instruction slide up to help orient people – we will provide a template!
- Manage Participants: Confirm people are muted; promote Group Leader to Co-Host when they arrive; rename the Mini Master so people can find him/her
- Chat: Monitor and help people with any issues
  - Optional: Pose a question via chat to start a discussion while people are waiting

### Kick-Off

- Share Screen: STOP Sharing so group leader's video is the main window
  - NOTE: For your first call, you may also want to share slides to walk people through view options before you stop sharing your screen
- Manage Participants: Make sure group leader is unmuted and all others are muted
- Chat: Post: "Who has a testimonial or someone to thank today? Chat me and I'll call on you and unmute you when we get to that section!"
- Group Leader: Encourage people to add their names to the chat for testimonials

### Introductions

- Chat: Post a list of people in the order you would like them to speak so they know when they will be called on (prep this in advance if you know attendees)
- Manage Participants: Ask each person to unmute themselves when called on and re-mute when they are done speaking

### Testimonials

- Chat: Post a final list of people in the order they volunteered to speak so they know when they will be called on
- Manage Participants: Ask each person to unmute themselves when called on and re-mute when they are done speaking

### Main Topic

- Speaker: Will determine when they want to share their screen vs use video-only
- Chat: If questions are posed by the speaker, share them in chat and monitor answers – determine if you want to unmute people so they can talk or read their chats on their behalf
- Manage Participants: Consider using voting icons if you notice people disengaging

**NOTE:** Your primary role is to ensure a smooth meeting flow – helping people use the technology, monitoring chat, reducing distractions – so people stay focused on the conversation.