

Deer Park Community Advisory Council

An Interim Report: 7 COVID Questions for Plants. Lessons Learned So Far

Monday, June 1, 2020

changed due to Memorial Day

6:00 – 7:30 p.m. (Central Daylight Time)

Via a Zoom video and audio meeting hosted by Diane Sheridan

Instructions and Tips for Those New to Zoom on Page 2, attached

Follow prompts if asked to upgrade to Zoom 5.0. No fees. Just more security.

JOIN THE MEETING by clicking this link or pasting it into your browser

<https://us02web.zoom.us/j/84833304123?pwd=Yzd0d3RqMGkvZklBdU5EcG9lSjR6Zz09>

Meeting ID: 848 3330 4123

Password: 187411

unless you have a really good memory, write or print these out in case prompted to enter them

If using an I-Phone, I-Pad or something similar, download the Zoom Cloud Meetings app and *Join the Meeting* from the app. You'll need the Meeting ID and Password.

OR YOU MAY CLICK ON THIS ONE-TAP MOBILE PHONE NUMBER with a mobile phone
[+13462487799](tel:+13462487799),,84833304123#,,1#,187411# US (Houston)

OR DIAL THIS REGULAR PHONE NUMBER from any phone for audio only. Dial by your location
[+1 346 248 7799](tel:+13462487799) if in Houston area

Questions **before** meeting? Contact Diane. DBSfacilitator@gmail.com or 281-326-5253 home office.

Your reminder will include info about whom to contact once the meeting starts.

WHAT TO DO AT MEETING TIME

- Diane will start each meeting with 15 minutes to say hi and be sure your device is set up. The *meeting itself* will start promptly when the agenda says, "Call to Order." If new to Zoom, start setting up a little earlier than the "get settled" time. Diane will be there to help.
- If you need to leave the meeting, click Leave Meeting. The host will End the Meeting when it adjourns.

THE AGENDA AND HOW THE MEETING WILL WORK

- 6:00 Sign in, chat with each other and Anja or Tiffany and Diane, be briefed on where to find the participant list, the mute button, how to use Chat, and how to raise your hand when you have a question.
- 6:15 Call to order. Review agenda. Approve meeting notes from 4-27-20. Introductions.
An Interim Report: COVID Questions for Plants and Lessons Learned So Far

6:55 **Plant Updates**

Plans for upcoming meetings (Thurs. August 24 = next meeting)

by 7:30 Adjourn

Instructions and Tips Follow for Those New to Zoom

4 WAYS TO PARTICIPATE IN A ZOOM MEETING

- Use any device with a camera and microphone to see the video, listen, and talk. These include desktop computers, laptop computers, tablets like I-Pads, and phones like I-Phones that take pictures (have a camera).
- Use those same devices and just do audio.
- Use a mobile phone that does not take pictures just to talk on the phone.
- Use a regular phone without a camera just to talk on the phone.

GET SET UP ON ZOOM BEFORE THE MEETING THE MEETING. IT TAKES A FEW MINUTES THE FIRST TIME.

- The first time you plan to do a Zoom meeting with a device with camera and microphone, click on the link and follow prompts to download Zoom software. No fee. You do NOT have to sign up for a Zoom account.
- If prompted to download the Zoom app, choose Zoom Cloud Meetings.
- Have the meeting ID and Password ready in case you need it.
- May do these any time before the meeting, even days ahead. When you reach the part that says the meeting has not started, and it is not meeting time, just Leave Meeting or hang up.

HOW TO “JOIN THE MEETING” DEPENDS ON THE DEVICE YOU USE

- Whatever device you use, you want to “**Join the Meeting**” or “**Open Zoom Meetings.**”
- **Computer or tablet** -- just click on the meeting link above. Once in the meeting, turn on your camera if you want to see people and presentations and be seen. If not, you may still talk and listen.
- **I-Pad or similar and Smart phone** like I-Phone or Android. It's easiest to download the Zoom Cloud Meetings app (free). Click on the meeting link above and it will direct you to the app, or look for it in your App store.
 - When asked if you want to hear others, click Join Audio, then Call Using Internet Audio. Click Start Video if you want to be seen.
- **Mobile phone** – may also click on the very long phone number above and enter Meeting ID when asked.

- **Regular phone** – dial the shorter phone number above. Enter the Meeting ID when asked. If it asks for participant code, just enter the # sign. Then enter the Password above.

HANDY CONTROLS IF USING A COMPUTER, TABLET OR SMART PHONE

- **Start Video** starts your camera. **Stop Video** stops it.
- **Mute** – mutes you and noises that surround you (pets, kids, crinkling paper...). Diane will mute everyone during presentations. It's good manners to mute yourself when you are not talking.
 - When Diane "mutes everyone," those using a phone will need to press *6 to fully unmute themselves to speak, not just press the mute button on your device.
- **Participants** – Clicking on this brings up a list of those in the meeting. *Your Mute and Video buttons are next to your name. Raise My Hand is at the bottom of that list.*
- **Raise My Hand** and **Lower Hand** – Just like in real life!
- **Speaker View/Active Speaker** – the person talking is a big picture and others are small pictures.
- **Gallery View** – small pictures of all participants make it feel like we are in a room together. People using only audio will show up as a telephone graphic with their phone number. The host may ask who's who.
- **Chat** – we are going to try using Chat to ask a question without raising your hand. Send it to "Everyone." Chat is also a way to tell us if you need help.
- **Reactions** lets you clap your hands or give a thumbs up, etc.
- **There are other controls that we are not using**; e.g. no Recording.

WHERE TO FIND THESE CONTROLS DEPENDS ON YOUR DEVICE

- **On a computer** (desktop or laptop), scroll your mouse to the bottom of the screen to the black bar to find Mute, Start Video, Participants, and Leave Meeting. In the top right corner, find Speaker View and Gallery View (9 little squares).
- **On a tablet**, scroll your mouse to the top of the screen to see these things. If you don't see them, click on the empty black area and they will come up.
 - Click **More** to find Raise My Hand.
 - Click More, then Meeting Settings, then **Always Show Meeting Controls** to keep the controls visible so you won't have to search for them
 - **Leave the Meeting** is at the top left of the screen.
 - On the top left, switch from **Gallery View** (graph paper symbol) to **Active Speaker**
- **On a phone with a camera**, click on the empty black area and the controls will come up.

- Click More, then Meeting Settings, then **Always Show Meeting Controls** to keep the controls visible so you won't have to search for them
- Click More to find **Raise My Hand**.

HOW TO LOOK LIKE YOURSELF ON SCREEN 😊

- The goal is to see all of your face.
- Sit in a well-lighted room or with a light in *front* of your face.
 - a. A bright light *behind* you puts you in the dark.
- Clean your camera.
- Look into the camera when you speak. That's hard to remember to do. You may need to put your device on some books to get it in front of your face while you are looking ahead.
- If you keep your laptop top close to perpendicular, we may see more of your face. Try tilting it to different angles to see what works best.
- When your video is on, consider that we will see every move you make and the room behind you.
- Your image won't wobble around if you avoid holding your smart phone.
- If your phone is tilted upright, we can see you better but be sure the microphone is not blocked.
 - a. If you put it flat on a table, we may only see you from the nose up.
- You will control your video. If you don't want us to see you, just don't turn your camera.