

Virtual meetings using Zoom

I want to explain why I chose Zoom over the many other products on the market.

- Zoom has free meetings for 40min. I did originally plan to run two 30min sessions with a 5 min break in between, but I eventually paid the £14.39 (inc tax) for a month's "Pro" account to avoid the time restriction - I have 3 units so for me this is a reasonable expense.
- Zoom has functionality for breakout rooms, which for me work like patrol corners. These give girls a chance to go and work in smaller groups with leaders able to pop into the rooms at any time.
- Zoom also has a waiting room feature. This is important for 2 reasons:
 - It lets you make sure you have 2 adults on the line before letting girls 'in'
 - Along with using a password, it prevents people who should not be there from getting access.
- Zoom has controls to mute microphones including muting and unmuting all at once.
- Only the host needs a zoom account, girls can either join via the website or using an app on a phone or tablet.
- Zoom lets you share your screen and has a whiteboard
- Zoom has gallery mode which lets you see up to 49 people at a time (But you'll need a big screen).

I looked at some other platforms, but decided against them. These are reasons for the most popular ones.

- Teams – Requires an Office365 license
- WhatsApp - Missing useful features (Breakout rooms, waiting room)
- Skype – Missing useful features (Breakout rooms, waiting room)

Before you start having meetings you will need a Permission and consent form from the parents. NOTE: They do not need to print and sign it, parents can fill it in digitally and return via email. This has been the case for a while and not a new rule.

Girlguiding has issues some Guidance on virtual meetings which can be read here -

<https://www.girlguiding.org.uk/what-we-do/adventures-at-home/getting-started-with-online-guiding/>

Things to highlight

- You need a minimum of 2 leaders/volunteers in the call
- At least 1 should have safe space Level 3
- At least 1 must have DBS
- Young members should not do video calls from their bedrooms
- Parents should be near / in same room
- If you can let parents and carers know in advance what activities you'll be doing, that will help them prepare the time, space and materials that will be needed.

As always, there should be no one-to-one contact between a volunteer and a young member through digital tools or messages.

Sample Meeting format for 1 hour meeting

10 - 15 min– Greeting, time for people to get their sounds etc. working correctly

5 - 10 min – Silly ice breaker game, we played bring me a.... (e.g item beginning with H)

30 – 40 min – Activity – we chose a UMA and broke girls into groups to discuss it

5 min- Say goodnight and give any details of what they need for the next meeting (follow this up by sending details to parents)

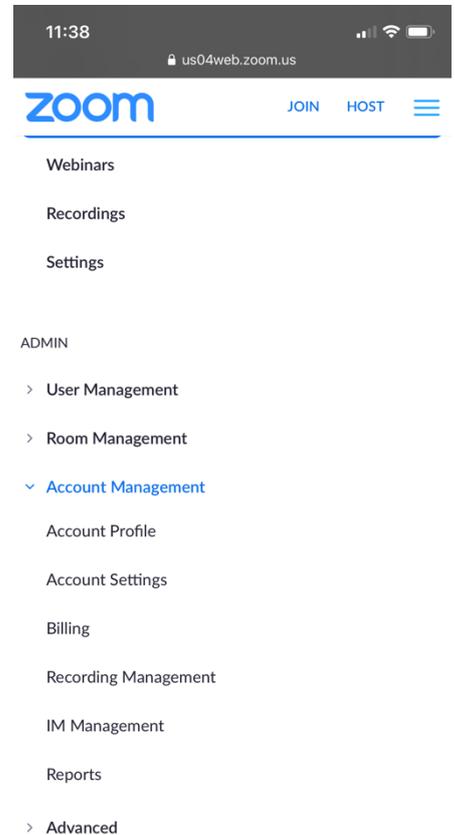
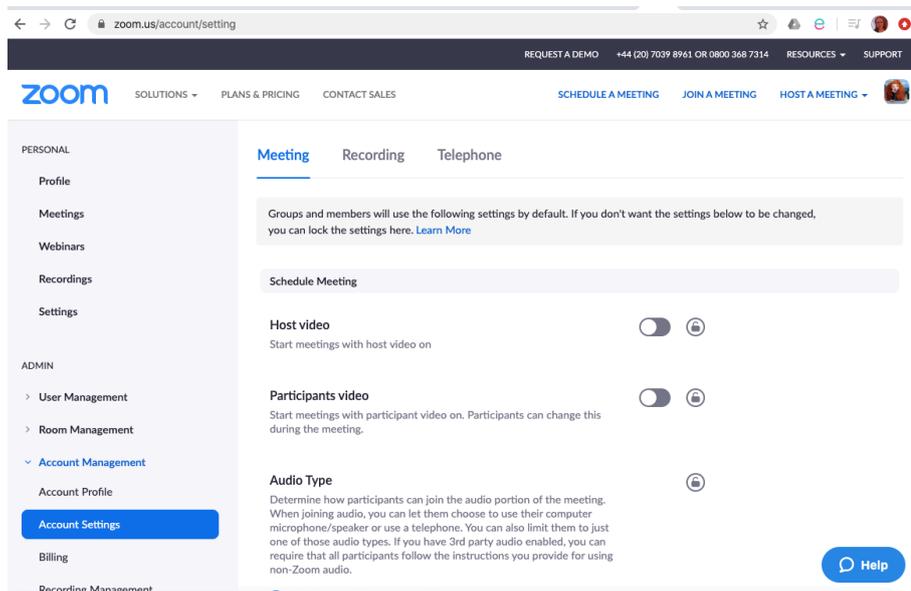
Setting up Zoom

Before you can set up a Zoom meeting you will need to download zoom for your device and create an account. As the host it will be easier to control from a laptop or a tablet, but if you do not have one you can use a phone.

If you are using a laptop, this can be done here. <https://zoom.us/>
You can download the app for mobile devices in the Apps Store or Google Play.

You will need to turn some features on, to do this you will need to go to the zoom website <https://zoom.us/>

Login with your account details, Choose Account Management then Account settings from the options on the left hand menu

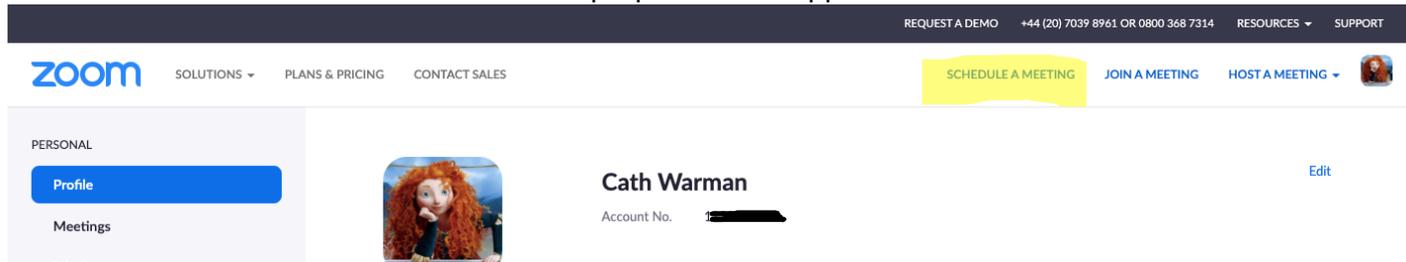


Scroll down the list and turn on

- Require Password when Scheduling new meetings – This makes sure random people don't join.
- Turn off Private Chat – We need to do this so girls don't talk unsupervised.
- Co-host – This lets you set other leaders are co-hosts so they can swap between breakout rooms
- Screen sharing – in this section you can set it so only host can share
- Whiteboard - this is useful for getting girls to give ideas
- Breakout room – This lets you put girls in groups to have smaller discussions, hosts and co-hosts can go between the rooms
- Waiting Room – This lets you those wishing to join to be held until you're ready for them (i.e. 2 leaders have joined)

Schedule a meeting

This can be done via the website or on the laptop or mobile app.

A screenshot of the 'Schedule Meeting' form in the Zoom web interface. The form is titled 'Schedule Meeting' and contains several sections: 'Topic' with a text input field containing 'Cath's Zoom Meeting'; 'Date' with dropdowns for date and time (29/03/2020, 11:30 to 29/03/2020, 13:00) and a checkbox for 'Recurring meeting'; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 389-677-2846'; 'Password' with a checked checkbox for 'Require meeting password' and a text input field containing '1098'; 'Video' with radio buttons for 'Host' (On) and 'Participants' (On); 'Audio' with radio buttons for 'Telephone', 'Computer Audio' (selected), and 'Telephone and Computer Audio'; and 'Calendar' with radio buttons for 'iCal' (selected), 'Google Calendar', 'Outlook', and 'Other Calendars'. At the bottom, there is a 'Cancel' button and a blue 'Schedule' button.A screenshot of the Zoom mobile app's 'Schedule Meeting' screen. The top status bar shows the time '11:41' and signal, Wi-Fi, and battery icons. Below the status bar are three buttons: 'Cancel', 'Schedule Meeting', and 'Done'. The main content area is titled 'Cath's meeting' and lists several settings: 'Starts' (Today at 12:00), 'Duration' (1 hour), 'Time Zone' (London), 'Repeat' (Never), 'Use Personal Meeting ID' (389-677-2846) with a toggle switch, and a note: 'If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID'. Below this is a 'PASSWORD' section with 'Required Meeting Password' (toggle on) and 'Password' (064781). The 'MEETING OPTIONS' section includes 'Host Video On' (toggle on), 'Participant Video On' (toggle on), and 'Audio Option' (Device Audio Only).

- Give your meeting a name
- Set the date and time
- Have Meeting ID set to Generate Automatically if you are on a laptop or using the website.
- Require a meeting password, you can set this to a memorable number if this helps
- I usually set the video on so those joining don't get confused as to if it's working or not.
- Set audio to Computer Audio / Device Audio Only
- Click on the V next to Advanced Options and turn on Waiting Room
- Click Schedule

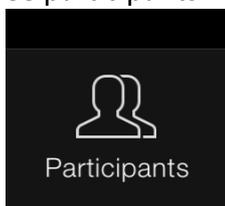
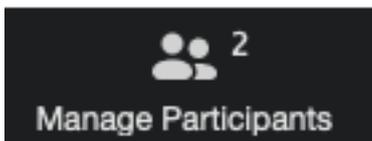
A link will be created. This can be sent to parents for which you have permission forms. You can also send the Meeting ID and Password for people to join without using the link. Ask parents to set their daughters name in Join with a personal link name, before joining. Please make sure you let the parents know what the girls will need ahead of time so they can find it in advance.

On the day of the meeting

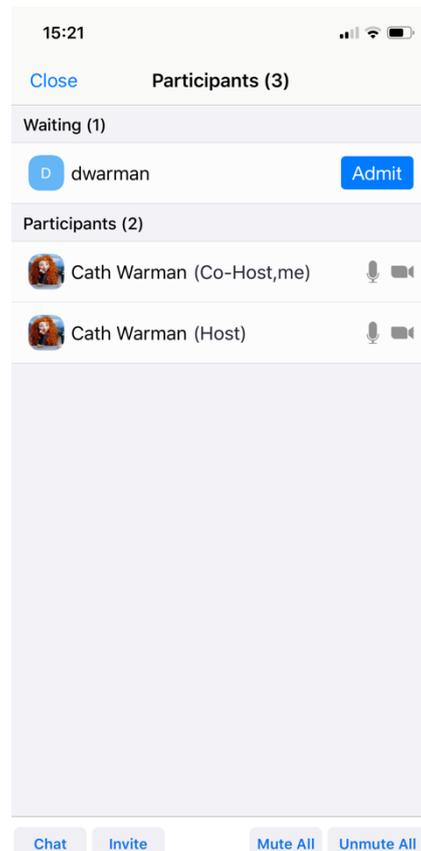
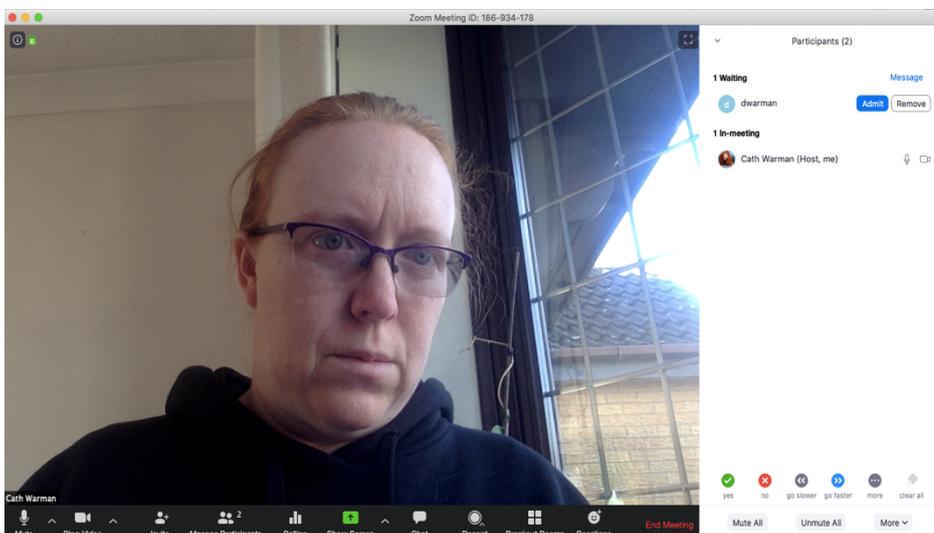
Make sure you are somewhere that there is a good internet connection and check that the camera view is appropriate. You'll likely want to warn other in the house not to disturb you. Check you have nothing open on your device that you wouldn't want girls to see, it's very easy to share the wrong window / application.

Open Zoom and at least 5min before your session begins. Join the meeting: you can do this from the link you sent to parents or from the app (it shows meetings that have just happened or due soon).

Once you have joined Click to see participants



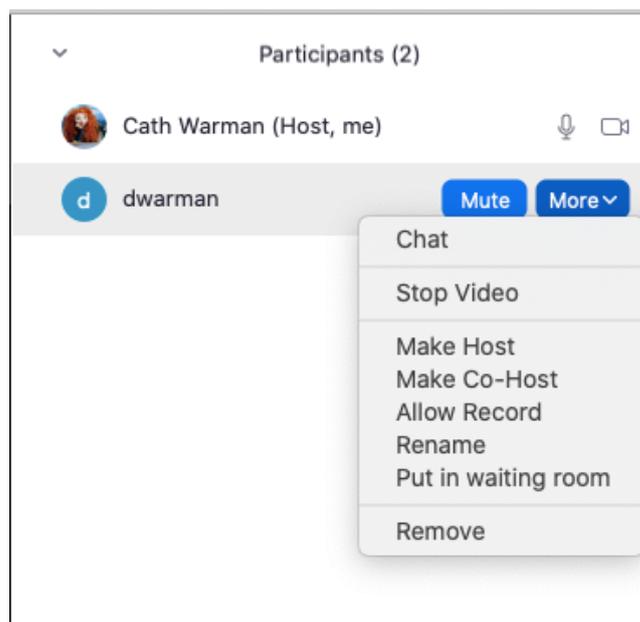
This lets you see who is in the waiting room



Click Admit to allow the other leaders / volunteers In.

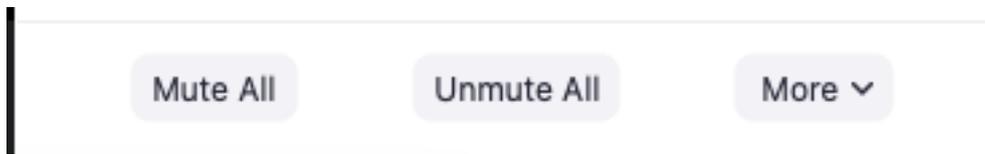
Once leaders are in click more and Make Co-Host. This gives the other leaders the same access to Mute/Unmute and move round Breakout Rooms as you.

You can then add the girls to your meeting.

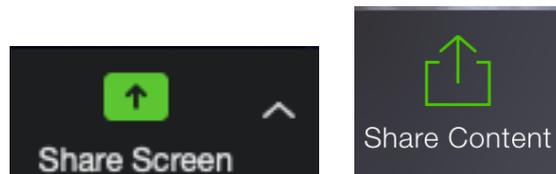


Here are some of the other useful features

Mute All – At the bottom of the list of participants it allows you to Mute All and Unmute All. This is really useful when you want each girls to have a chance to speak and blocks background noise from other participants.



Share Content – This lets you share what you have on your screen (we shared a PowerPoint presentation on the different Government departments for Treasury Takeover) Or the whiteboard if you want girls to give you ideas and write these down.



Breakout Rooms – This lets you set groups of girls into smaller groups to chat. This works a bit like patrol corners; hosts and co-hosts can pop into any of the rooms.



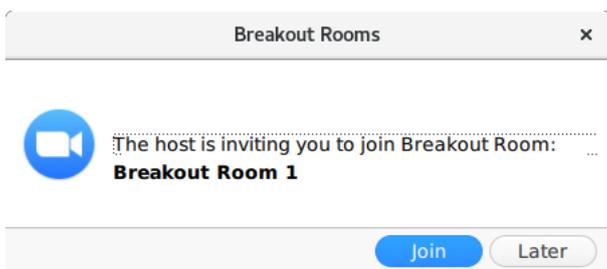
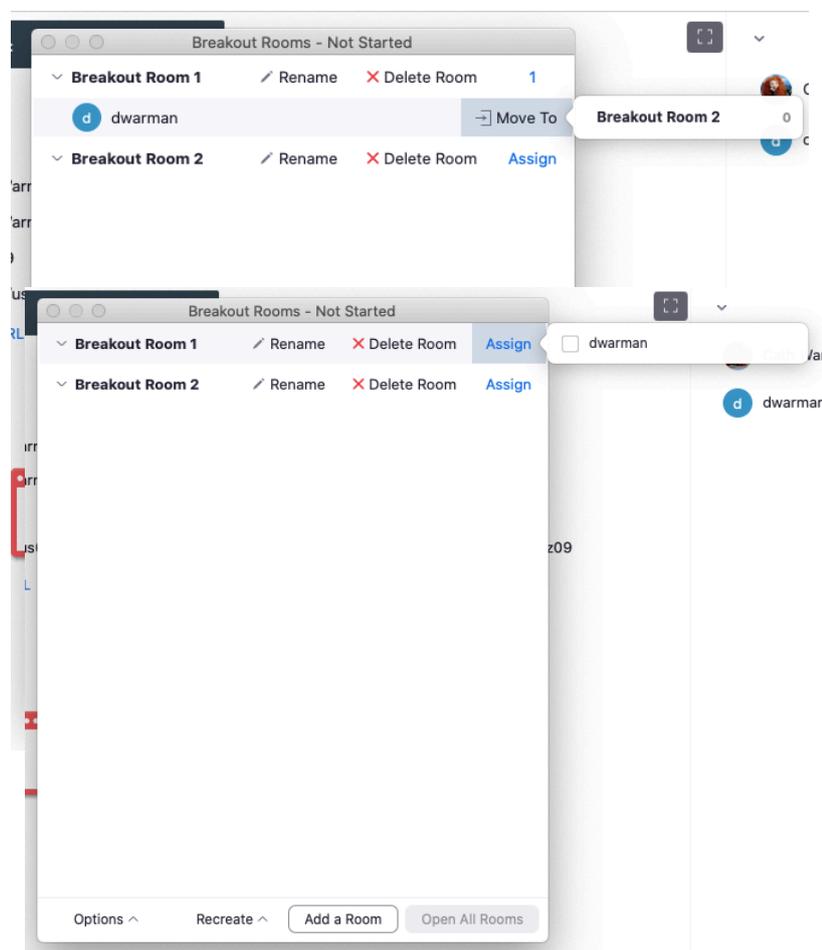
Click Breakout room to bring up the setting

You can either allocate what room girls go into or let it randomly allocate.

You can move girls if necessary.

Click Open All Rooms to create

The girls will have to click on the Join in the message they are sent.

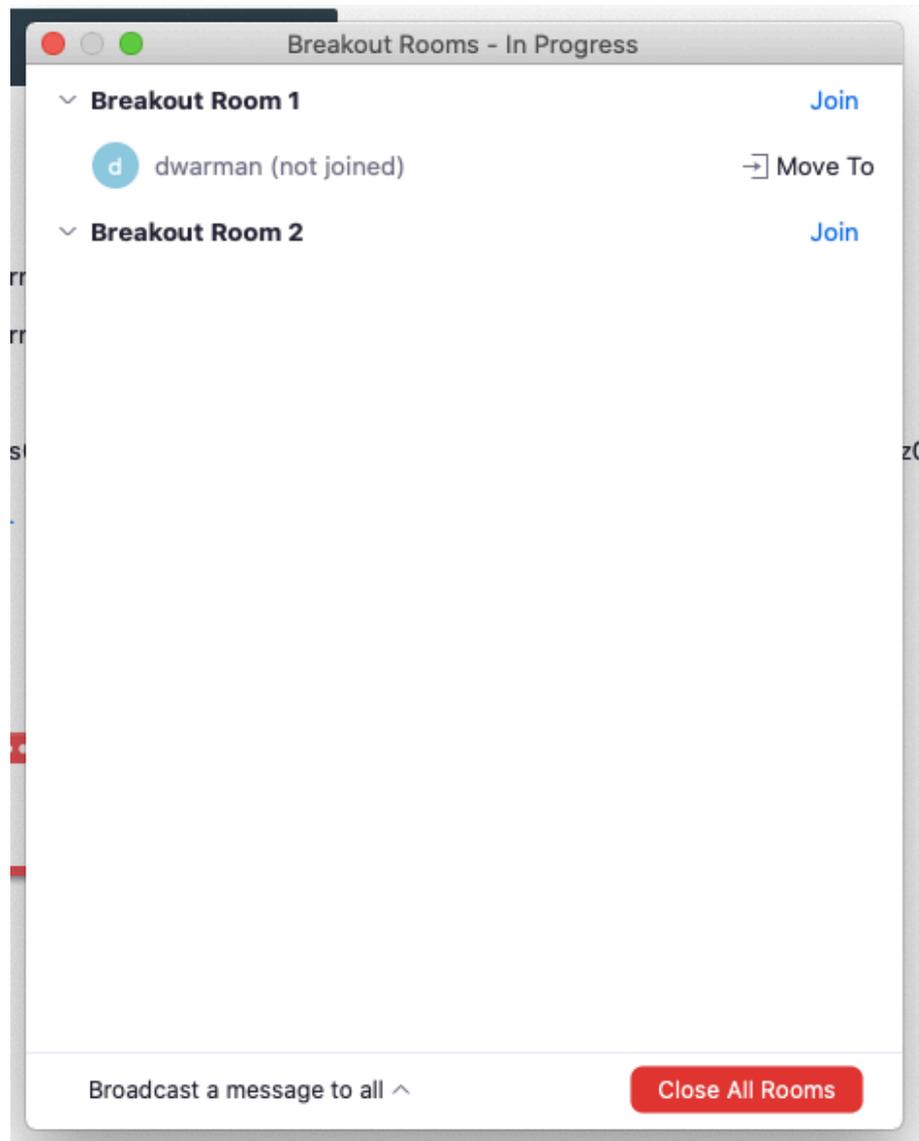


A host or co-host can pop into the breakout rooms by clicking Join on which Breakout room they want to pop into. You can leave back into the main area.

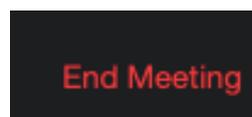
When you want everyone back together, you can broadcast a message to all they have 1 min left and then click Close All Rooms.

This will give the girls a chance to come back, but if they don't come then after 1 min the room will close and they'll be back in the meeting.

If you want to use the breakout rooms again it should remember who was in which room.



When your meeting is finished click on End Meeting or **End** above your picture on a mobile.



below your picture on a laptop

There are lots of other features which I plan to play with over the next few weeks including polling and using reactions while girls are on mute.

Have a good with these with your team and see what you think your girls will respond to.

The zoom support site has lots of videos to help show you how to use the features, if you are struggling try there for help.

https://support.zoom.us/hc/en-us?flash_digest=93c7faaf13794437ed2e450fabffcee7c378c2d6

Enjoy your virtual meetings!