DC CMA

Zoom Tech Meeting Check-List

Hyperlinks open to our Trusted Servants Portal

☐ Login using the DCCMA Intergroup Zoom account, credentials located on the Intergroup Zoom Accounts page

☐ Start the meeting at the published start time (See DCCMA.com for meeting start times)

☐ Arrange your workspace so that the participants and chat windows are visible.

☐ Rename yourself using preferred renaming guidelines

☐ Do a Security Check

☐ Communicate with meeting chair on the proper readings that need shared and in what order

☐ Prepare readings in correct order (see Meeting Documents section)

☐ Admit participants to the meeting

☐ Make meeting chair a Co-host (see Assigning Host Priviledges section)

☐ Rename trusted servants

☐ Share readings using Share Screen feature

☐ Lower participant hands **once they have finished** sharing (this keeps them visible for our mobile users)

☐ Refer to Zoom Bombing Procedures if a bomber arrives at the meeting

☐ Keep the meeting in gallery view so you can spot potential problems when they arise

☐ Hold the room open after the meeting concludes for any fellowship or exchange of numbers

☐ End the meeting and logout of the DCCMA Intergroup Zoom account.