

## Meeting Process Tutorial

1. To sign in there are a couple of options:
  - a. You can go to [Zoom](#) and click 'Join Meeting' in the upper right hand corner. Then enter the meeting ID and password found on the agenda or website.
  - b. Click the link on the Planning Department's webpage or in the invite that is sent to you:

**This is reoccurring**

kristy winser is inviting you to a scheduled Zoom meeting.

Topic: **Staff** meeting

Time: May 12, 2020 01:00 PM Mountain Time (US and Canada)

Every week on Tue, 7 occurrence(s)

May 12, 2020 01:00 PM

May 19, 2020 01:00 PM

May 26, 2020 01:00 PM

Jun 2, 2020 01:00 PM

Jun 9, 2020 01:00 PM

Jun 16, 2020 01:00 PM

Jun 23, 2020 01:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: [https://us02web.zoom.us/meeting/tZYvcO-ujiltGtLeGMnrvu\\_GSXMLFpyXrjPo/ics?icsToken=98tyKuGqrDwsHNCctxmBRpwQAI\\_CM-7wiFhajbdxmTjIDTJFdzzRBdpvHpRvCeDC](https://us02web.zoom.us/meeting/tZYvcO-ujiltGtLeGMnrvu_GSXMLFpyXrjPo/ics?icsToken=98tyKuGqrDwsHNCctxmBRpwQAI_CM-7wiFhajbdxmTjIDTJFdzzRBdpvHpRvCeDC)

Join Zoom Meeting

<https://us02web.zoom.us/j/82276649706?pwd=ZFJ6UmloUVJ0bDZHMTQxdVQ2aEtzZz09>

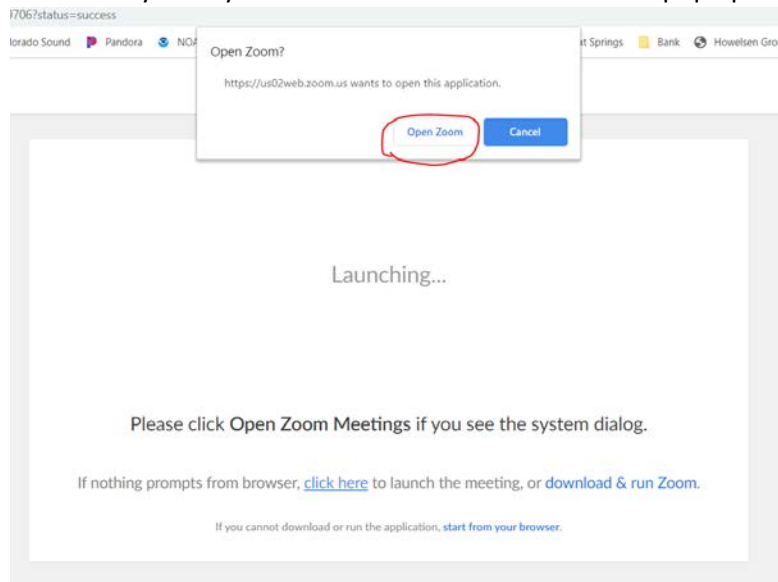
Meeting ID: 822 7664 9706

Password: **215159**

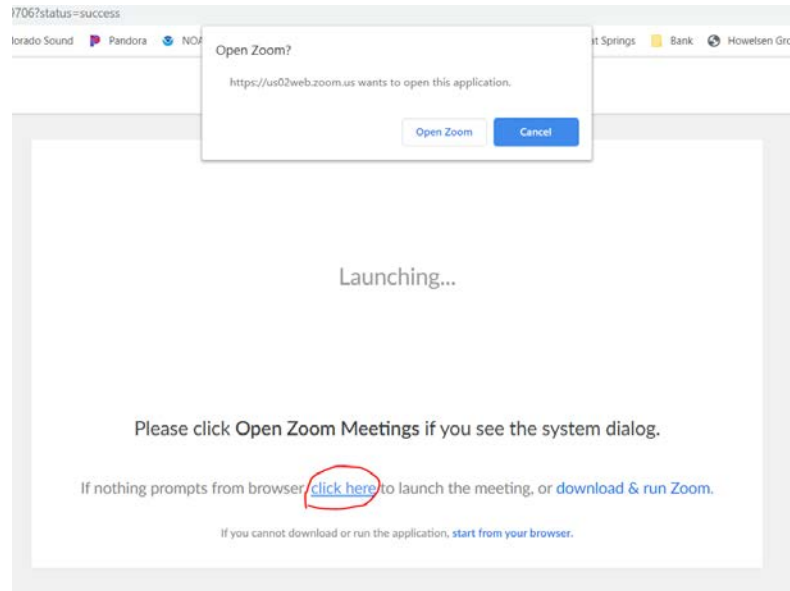
One tap mobile

+12532158782,,82276649706# US (Tacoma)

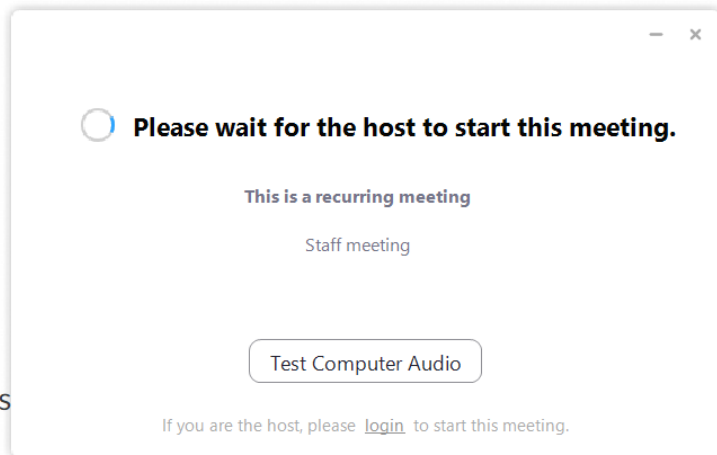
- c. It will take you to your internet browser and a box will pop up. Click 'Open Zoom'



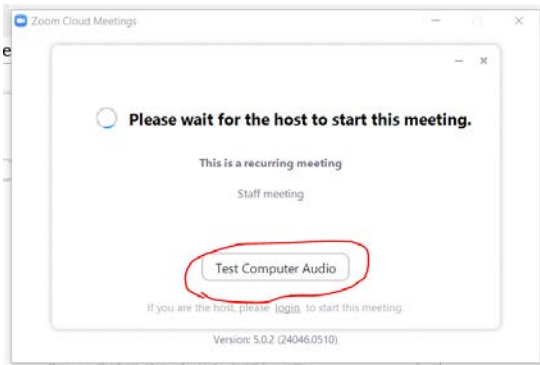
- d. If this pop up does not appear, you will need to click 'click here'. The box mentioned in b. above should appear.



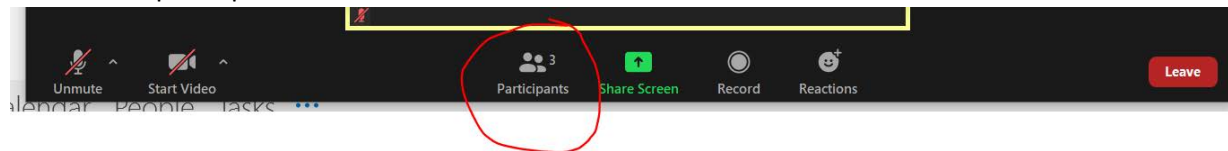
2. If the meeting has not started, you will be placed in a waiting room.



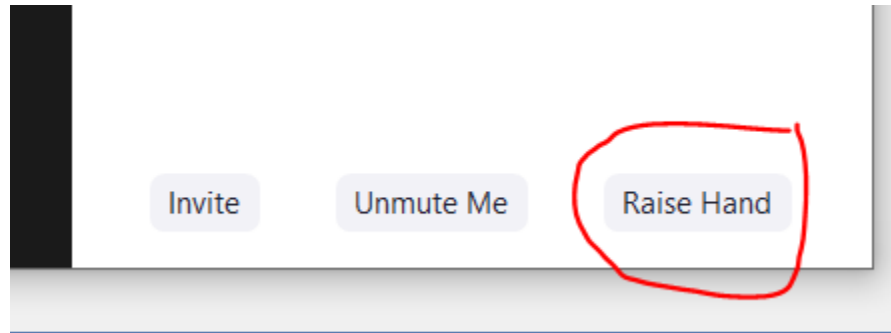
While you are waiting, you can test your audio and video settings.



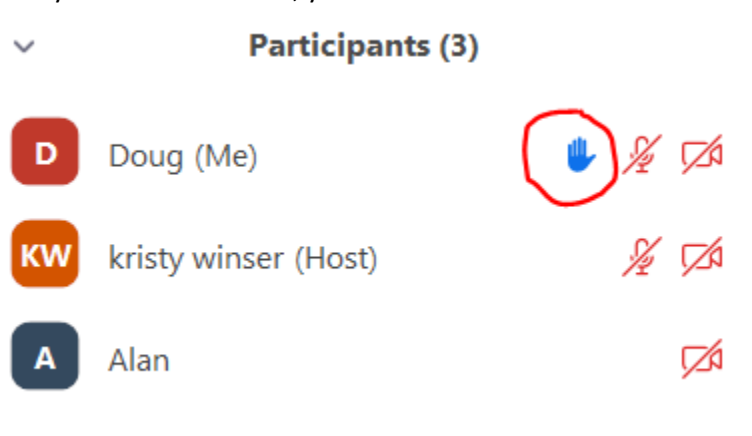
3. Once the host starts the meeting, the host will admit everyone to the meeting.
4. The Chair controls the meeting.
5. A non-presenting staff member (host) will control who is admitted and will be directed to mute/unmute participants by the Chair.
6. All mics will be muted when entering.
7. PC mics will be un-muted during roll call.
8. Applicant will give their presentation. The applicant's mic is the only that will be un-muted.
9. Staff will give their presentation. Staff's mic is the only that will be un-muted.
10. Commissioners will have the opportunity to ask questions of staff and the applicant. Staff, applicant, and Commissioner asking the question will be un-muted.
11. If you want to speak, raise your hand. The Chair will recognize you. The host will un-mute you and you will be able to talk. To raise your hand:
  - a. Click on the participants button.



- b. Your screen will expand to the right and you will see a list of all of the participants in the meeting. At the bottom you will see a 'raise hand' button.



- c. Once you click this button, your hand will be raised.



- d. You can lower your hand by clicking the same button.

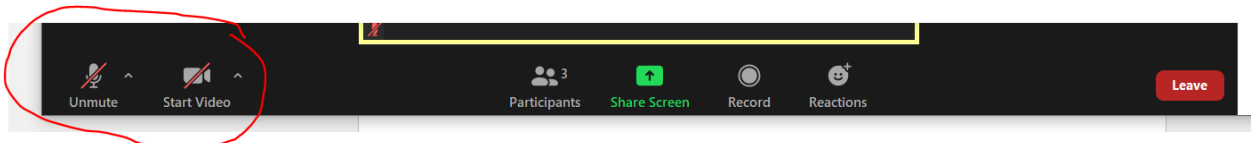
12. There is a screen sharing function that allows the applicant and staff to put presentations, drawings, plans, etc. on the screen for everyone to see. The screen sharing option is available to everyone. If there is a document that you would like to share, raise your hand and you will be

recognized. See the list of tutorial links at the bottom of the page for more information on how to use this function.

13. Chair will ask for any public comment. Citizen will need to raise their hand to be recognized by the Chair. Chair will un-mute the person providing comments.

### Best Practices

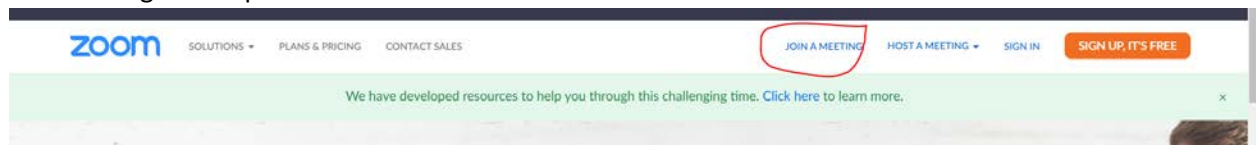
1. Planning Commission, staff, and the applicant must use the video feature and sit close to the camera so that body language, facial expressions, and other nonverbal communication that goes along with live participation can be observed.
2. Everyone must be clearly audible to everyone participating in the meeting. If you are having problems with your audio, play with the audio/video functions in the bottom left hand of the screen. Also, see the tutorial links at the bottom of the page. If you are still having troubles, try installing an audio enhancement application. See the links at the bottom.



3. Be attentive. Make yourself a quiet space and take care of family and pets prior to hearing to minimize distractions.
4. Be patient with people who don't have technical skills. They may not know how to use Zoom or other technological resources.
5. Try not to multi-task during meetings. Applicants have prepared for and look forward to presenting their idea to you. Sometimes they have spent a lot of money getting to this point. Please give them the courtesy of paying attention.

### Accessing Through a Phone

- You can access the meeting on your phone through the invite that is sent out, through the link on the Planning Dpt website, or by going to [Zoom](#) and clicking the 'Join Meeting' button and entering the meeting ID and password.



- If the Zoom app is not installed on your phone, you will have to install it. After install, you may have to re-join the meeting through one of the above described options.
- To raise/lower your hand, press \*9. To mute/unmute yourself, press \*6.
- For more information on functionalities on a phone, please see the tutorial by [clicking here](#).

### Zoom Video and Tutorial Links

- Joining a Meeting – [click here](#)
- Configuring Audio and Video – [click here](#)
- Sharing Your Screen – [click here](#)
- Screen Sharing a Powerpoint Presentation – [click here](#)
- Audio Enhancement App – [click here](#)