Virtual Club Meetings

General Etiquette

- Ensure your technology is working
- Be on time
- Mute yourself when not speaking
- Wear school-appropriate clothing
- Sit eye-level to camera's lens, framing yourself from the midsection up
- Ensuring the right lighting
- Looking into the camera, giving audience eye-contact
- Pay attention
- Have a clean, simple, organized background, or upload a virtual backdrop
- Claim who you are each time you speak, especially when in large meetings "This is Chris Clover, I move to _____"

Adapted from Meghan Thoreau, Ohio State University Extension, 4-H Elementary STEM Club blog

General Organization

Meeting Chair

Designating a meeting "Chair" who maintains control of the meeting can help keep everything moving smoothly. This means they need to help everyone follow the agenda, guide speaking privileges by muting or unmuting people who need assistance or are causing disruptions and monitor the chat box. This could be a club president but might require parent or advisor assistance because it can be a lot to manage. You can also have an additional member/adult to monitor the chat instead of trying to do both.

General Participants

Everyone else's job is to stick to the topic being discussed, wait your turn to speak, and use the chat feature to comment when possible. The Chair can call on individuals who need speaking privileges based on what feedback they provide in the chat.

Roll Call Options

A quorum should be established at the beginning of the meeting by taking roll call. This is typically done by the secretary calling off the names of each member who will in turn unmute themselves and say present/here. Another roll call option is to have each member write their name (list every person from one household, if multiple members from same household on same call) in the chat box. This way you do not rely on the name each person tuning in as, since that is likely a parent's account or possibly a phone number. You can mix this roll call response up by also requesting they write a one-word response to a question such as favorite snack, favorite ice cream flavor, favorite part of fair, etc.

Voting

Meeting decisions that require voting can be tricky in teleconferencing format.
Smaller meetings- voting can be conducted by using traditional voice voting, raising of hands, or roll call. These can be challenging in large groups, but still possible

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Larger meetings- voting can be conducted the same way but it will take longer. Other options include keeping everyone muted and doing thumbs up/down and the chair reading off people as they see their responses to make sure you've gotten everyone's vote. Another options is to ask for nay votes only to speak up.

Hosting Virtual Club Meetings Via Zoom

Set Up
Hosts can create free accounts by going to zoom.com. By using the free platform, you can host 40-minute long meetings for up to 100 people for free.

Agendas
Just like face-to-face meetings, good meetings need agendas. Agendas should be sent out in advance of hosting the meeting so families can check it out before beginning. The host can also use the screen-sharing feature to show the agenda all/part of the time during the meeting. Keep in mind, sometimes it might make more sense to see everyone's faces.

Checking In
Resist the urge to just jump right into business. These are unnerving times for many, and it might be good to do some fun, lighthearted check in questions or polls to get people started. Simple "stand up or raise your hand if" questions help pulse check the group before beginning. This could be "Stand up if you have spent a whole day in your pj's" "Stay standing if you spend every day in your pj's."

Renaming Participants
Use the rename feature (right-click on their name/phone number) to change it to the participating member(s) name(s). For example, phone numbers or parent's email addresses sometimes show up instead of the child's name; you could change this to say "Clover Family" instead of Mr. Patrick Clover who is the parent or an email address such as p.clover@osu.edu showing up. Zoom is smart and flips the screen to whoever's voice is recognized. Therefore, it's helpful if even phone numbers are changed to reflect the names to whom they correspond.

Security/Zoom-Bombing
OSU supports the use of Zoom while encouraging the use of Zoom's privacy settings. Ways to make your Zoom meeting very secure:
- Make it password protected. You do this when the host is initially setting up the meeting. You can click a checkbox that says "require meeting password" which allows you to type in a strong password. Then you will share that password with meeting participants who will enter it when they click to login to your meeting.
- Use the waiting room feature. This is another feature that the host can use to control who/when people can enter the Zoom meeting. When scheduling the meeting, the host can click "advanced options" and then click "enable waiting room." When the host then starts the meeting they will have the option to give individual approval to people as they attempt to enter or to allow everyone in the Zoom all at once.

- Limit who can share their screen. Once the meeting has started, the host can click on the arrow next to their "share screen" option. This will allow them to select "only host."

Zoom Tricks

Virtual Backgrounds

Being able to see everyone's faces is the best part of using Zoom. But, you might be worried about everyone seeing your messy house! Try selecting a preloaded background or using some neat picture you have on your computer to float behind you throughout the meeting instead of being able to see what's really there! All you must do is click the arrow to the right of your camera feature in the bottom panel and then select virtual background

Short-term Unmuting

Everyone in your meeting should spend most of their time muted. It can delay your meeting if everyone is struggling to click mute/unmute at the right time. Anyone can temporarily unmute by clicking and holding their space bar for the length of time they want to speak. If they let it go it re-mutes!

Gallery View

Don't want to just see the person who is speaking? Click the top right corner of your screen to see tiles of everyone! You might have to scroll through to see every face if you have a ton on at once, but it's can be a better option than just one at a time.

Sharing Screen

Hopefully, you choose to set up the security feature that only the host has screen sharing abilities. You can change this by making someone a co-host and allowing them to screen share. When screen sharing you have options to only share a document that is already open on your computer or to share your actual desktop—which means they can see everything you have open and are doing as you do it. It's recommended to only share one document at a time. You can also open a new word document or your current agenda, share that with participants, and they can watch you actively type what is going on.

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