

## SUGGESTED PROTOCOL FOR ONLINE ZOOM MEETINGS

**HOST** – Diocesan Secretary/Irene Gates, as named account holder with Zoom  
**CHAIR** – as appropriate to each meeting

Once you receive an email invitation containing the link, meeting ID, password etc for the scheduled Zoom meeting, please click on the hyperlink before the meeting start time and sit in the 'waiting room' so that everyone can be admitted together by the 'host' and the meeting can start on time. If for any reason, you find yourself being prompted to enter a Meeting ID or Password, you will find these details in the email invitation below the [blue hyperlink](#).

Once you join the meeting, please remember to turn on your microphone and video so that everyone can see and hear you. You do this by clicking on the microphone and camera symbols found in the bottom left or top right of your screen, depending on what device you are using. Also, please remember to make sure the device you are using is fully charged. It is also suggested that all other electronic devices are switched off or if this is not possible then on silent. To ensure that the Zoom meeting proceeds effectively it is best to sit in the room that offers the strongest WiFi signal.

- **Welcome** by meeting chair
  - (a) ask members to take their own notes, and/or
  - (b) nominate a member to take notes using the [Meeting Notes](#) template below
- **Opening prayers**  
[Chair to allocate this task ahead of meeting]
- **Agenda**  
[compiled by Chair. Recommend this is available for 'host' to send out with email invitation]
- **Close**  
With members joining in The Grace

### MEETING NOTES

<b>Attendees:</b>	<b>File reference:</b> eg 200514 Zoom_TB
<b>Apologies:</b>	[date is in reverse order, TB abbreviation of Trustee Board]
<b>Date of Meeting:</b> eg 14 <sup>th</sup> May 2020	<b>Location of Meeting:</b> eg Zoom conference
<b>Key matters discussed:</b>	
<b>Main issues raised:</b>	
<b>Actions required by Unit/Executive/Trustee (as applicable):</b>	
<b>Relevant outcomes/approvals from meeting:</b>	
<b>Additional notes:</b>	