

## ***Copy of email sent to Full BCCT on 29 April 2020***

### **To all members of BCCT steering group**

#### **A Current situation**

- a) As you know, with the Covid-19 lockdown, it hasn't been possible for the BCCT steering group to meet.
- b) You will also know that we have published a statement saying that where possible, we will press on with our projects while recognising that many other organisations (councils, businesses, community groups, etc) may not be operating as they would wish.
- c) The Update email sent last week (22 April) sought to keep all BCCT members informed of recent developments, in an attempt to fill the gap left by not meeting in April.

#### **B Proposal to arrange a video meeting**

- a) As mentioned in the Update email, the Board have kept in touch via the Google Meet app. As you may know from your own experience, it's not the same as a round-the-table meeting, but it's the next best thing.
- b) We therefore propose to arrange a **full BCCT meeting** – probably using Google Meet.
- c) The next scheduled BCCT meeting is **Monday 11 May**.
- d) Instead of meeting at 6 pm, we suggest **2:30 pm**
- e) As usual, an Agenda will be issued ahead of the meeting.
- f) Please confirm, as soon as possible please, that you intend to join the meeting – so that it may be set up.
- g) From our experience, Google Meet works best on computers when using the Chrome Browser, but it's available on smartphones and tablets.

#### **C Practicalities**

For those new to video conferencing, here are the steps involved.

- a) About 5 mins before the scheduled start time, an email will be sent to participants with a link to join the meeting.
- b) Please be ready – with microphone and camera turned on (and tested).
- c) Please avoid having a window or strong light behind you as it makes the face dark
- d) Please turn off any background sounds (radio/music).
- e) Also close any other apps on your device that involve high bandwidth as it may depreciate connection speed

#### **D Video conferencing etiquette**

And at risk of sounding patronising, there are some guidelines – all common sense really:

- Be aware of the options on Google Meet that help with conference calls. They include
  - Captions – which work like subtitles
  - 'Present now' (a box with upward pointing arrow) which allows others to see a document that you may want to share.
  - The 'Chat box (a speech bubble icon in the top right corner) where you can type information for others to read
- Keep watching - so we all can see a raised hand for someone wanting to speak – as at a round table meeting.
- Some regulars users suggest that the microphone is turned off when not speaking (just click on the microphone icon)
- Avoid multi-tasking; we are all watching!
- A thirst-quenching drink may be OK, but eating isn't.

Stay at home. Stay safe.

ATB JohnG

PS. Re point B f), if anyone who intends to join the meeting would like a brief test call to check connectivity, please let me know. It should take only a few minutes.