

BMM Basics - The ZOOM platform

1st – 3rd Wed. /mth
Jan 5 – May 11, 2022
7:00 PM

Scheduling

Registration

Standing Rules

Joining the
meeting

Checking
Audio and
Video

Reactions:
Raising Hand

Chat

Polls

Recording

Voting
Programs

Other
Platforms

Recording

**BMM-
Better
Meeting
Management**
The electronic
meeting
series

- January 5 – What is required of a duly constituted meeting according to RONR, and how can this be accomplished with online tools. (based on a typical agenda)
- January 19 – Meeting Settings on the Zoom Portal/
Scheduling a meeting

- February 2 – The Registration Function
- February 16 - Standing Rules

- March 2 – Host Orientation to the Zoom meeting interface
- March 16 - The Chat and Reactions Functions

- April 6 – - The Polling (Vote) function (Part 1)
- April 20 - The Polling (Vote) function (Part 2)

- May 4 - Motions/Amendments/Debate/Voting during a Zoom meeting
- May 11 – A peek at different voting programs and conferencing platforms – Wrap up