

Urban Forestry Subcommittee

Monday, May 18, 2020
4:30 to 5:30 p.m.
Online Zoom Meeting

Agenda

4:30	Call to Order	Chair Buck
	<ul style="list-style-type: none">• Review Agenda and Online Zoom Meeting Protocol• Chair Update and announce online meeting guests• Subcommittee member check-in	All
4:50	Development Review and Code Compliance Tracking	Tina Osterink / All
5:15	Urban Forestry Subcommittee 2020 Work Plan	Tina Osterink / All
5:30	Adjourn	Chair Buck

To: Members of the Urban Forestry Subcommittee
From: Tina Osterink, Urban Forestry Subcommittee Staff Liaison
Meeting Date: May 18, 2020
Subject: Agenda Review and Ground Rules

Urban Forestry Subcommittee Agenda Topics

Urban Forestry Meeting – Monday, May 18, 2020

- Review of Agenda and Online Zoom Meeting Protocol
- Chair Update and Announce Meeting Guests
- Subcommittee Member Check-in
- Development Review and Code Compliance Tracking Process
- Urban Forestry Subcommittee 2020 Work Plan

Online Zoom Meeting Protocol and Tips

Urban Forestry Meeting – Monday, May 18, 2020

1. Meeting is scheduled for one hour from 4:30 – 5:30 p.m.
2. Log into the meeting no less than 5 minutes before the start of the meeting
3. Start the meeting by clicking on the Zoom link sent to you by Jenny McGinnis
4. Please mute your microphone when not speaking
5. Raise your hand (physically and *not* using the “raise hand” icon) when asking to speak and Chair Buck will call on you
6. Meeting guests will join as webinar guests. Those wishing to speak can use the “raise hand” button and the meeting Chair will call on them.
7. Use the View Options button at the top of the screen to enlarge your screen, if needed
8. See below for a Zoom Guide



ABOUT

When you join a Zoom meeting hosted by another user, you are considered an attendee or panelist. The user who scheduled the meeting will have host controls including muting audio, using video, sharing your screen and more.

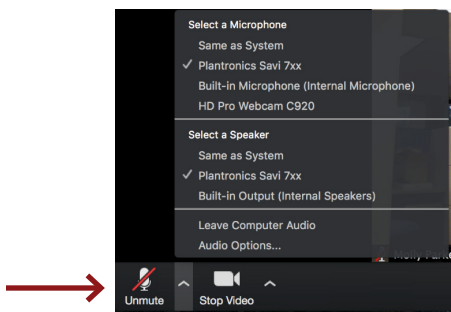


JOINING A MEETING

Join a meeting by clicking on a Zoom link provided by the meeting host. Next you will see a screen with a button that says **Start Video**. Click that button to join the meeting.

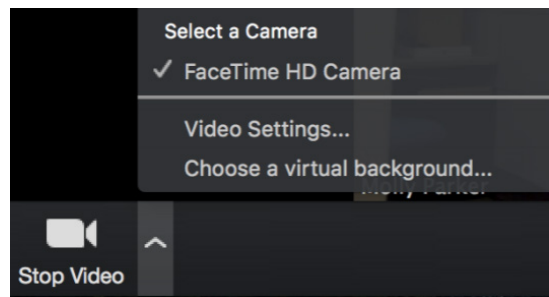
MUTE/UNMUTE + AUDIO SETTINGS

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio, or access the audio options.



START/STOP VIDEO + SETTINGS

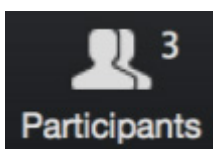
You can turn your computer's camera on or off with the Start/Stop Video button. When it's on, everyone in the meeting will be able to see you. When it's off, just your name will appear. By clicking on the arrow next to the start/stop video button, you can access your Zoom video settings such as your background or backdrop.



IN MEETING FEATURES

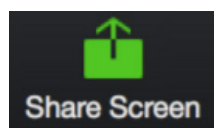
PARTICIPANTS

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself. The **Raise Hand** feature notifies the host and shows a prompt to simulate a hand raise. When you are done talking, click the hand again to put your hand 'down'.



SHARE SCREEN

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share. This feature will generally be used by the host of the



CHAT

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with. This function may or may not be allowed during a public meeting.

