

ZOOM Meeting Logistics

Upper Harbor Terminal Community Advisory Committee Meeting

Wednesday, April 29

This meeting for the Upper Harbor Terminal is public. All are welcome to join the meeting and members of the public are invited to share comments and questions. All Minneapolis Park and Recreation Board (MPRB) Community Advisory Committee (CAC) meetings for this project are public and will include time for public comment, at a minimum.

Given the social distancing requirements in place because of Covid-19, this public meeting will take place on ZOOM. This document is intended to help participants understand and use the tools before and during the meeting.

Before the meeting: [How to Participate Using a Computer, Tablet or Smartphone](#)

Use the link below to join the meeting starting at 6 p.m. on April 29:

[JOIN APRIL 29 UPPER HARBOR TERMINAL CAC MEETING](#)

are links to a few resources to help prepare to use ZOOM:

- [How to join a Zoom meeting](#)
- [Zoom Help Center](#)
- [Join a test meeting](#) to familiarize yourself with Zoom.

Note: You may need to download the Zoom app, otherwise, you will be prompted to download and install Zoom when you click the join link above - [Download Zoom](#)

Calling In

Dial +1 312-626-6799 and enter Meeting ID number 913 6458 9352 when prompted.

If you are having technical difficulties, please call or text Francisca Pass at 612-499-9074 during the meeting.

About the meeting:

- Meeting is public and may be recorded or attended by anyone, including the press.
- MPRB will not post recordings of the meeting. Staff may record portions of the meeting in order to aid with notetaking. MPRB will post notes after the meeting.
- Participation is possible by laptop, tablet, or phone.
- All comments in the chat box are automatically saved with the meeting and can be obtained via public data request. Staff will review chat box for questions, however, please be aware that

anything entered in the chat box will be visible to staff and may be obtained as public documents.

- Staff will walk through some key functions of ZOOM at the beginning of the meeting. Helpful commands are also listed at the end of this document.

During the Meeting:

- When signing into ZOOM, video use is optional.
- Please type in your name, if you are staff, consultant, or CAC member, and if you would like to share preferred pronouns.
- In order to keep the meeting coherent, moderators may mute participants to reduce background noise or turn off videos if ZOOM appears to be slowing down.
- Moderators may also need to mute participants who are speaking out of turn, interrupting others, speaking over their time limit, or being disrespectful.
- Some people may be using audio only and we may read or repeat some questions. Please introduce yourself when you speak to help all participants follow along.
- Please speak up verbally or via chat if you have concerns. Staff and participants may find it challenging to pick up reactions in a digital room.
- ZOOM bombing will result in being removed from the meeting
- ZOOM will only allow one microphone to be working at one time. The CAC Chair or Vice Chair and staff will take a more active role in facilitating conversations.
 - If you have a comment enter COMMENT into the Chat Box.
 - If you have a question enter QUESTION into the Chat Box.
 - Staff will use the Chat Box to look for comments and questions and call on people to speak.
 - If you prefer not to speak, feel free to enter your question or comment in the Chat Box and a staff person will read it aloud.
 - Since people using audio only will not have access to the Chat Box, we will pause at times to ask for comments and questions from those participants.

Because we cannot see the order in which hands are raised, we do not anticipate using the hand raise function for comments and questions. We have found the hand raise function is most useful when asking for a quick yes or no vote.

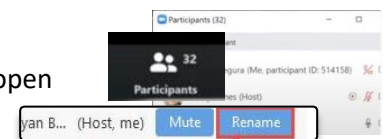
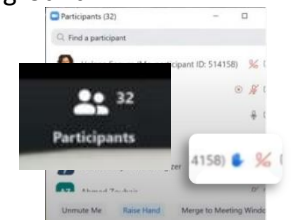
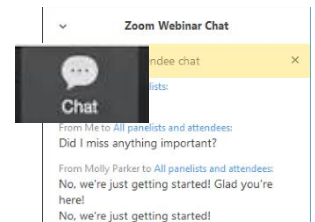
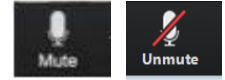
Managing a ZOOM public meeting will have complications that are new for us. We thank you for your patience and would like to hear any suggestions you might have. Please send comments and questions after the meeting to Francisca Pass at fpass@minneapolisparcs.org or Kate Lamers klamers@minneapolisparcs.org

Helpful ZOOM Commands:

Zoom Screen Image



- How to mute/unmute
Click on microphone icon on the bottom left menu bar to mute and unmute yourself
- How to turn video off/on
Click on video icon on the bottom left of the menu bar to turn your video off/on from the public
- How to use chat function
Click on Chat button on the bottom center menu bar to view the chat window
If a new chat is pending it will show a red bubble with a number on the Chat icon
- How to put an image into background
Click on the arrow next to the video icon and scroll and select **“Choose Virtual Background...”**
A window will open with settings to choose a Virtual Background image
Click on the box near “I have a green screen” for a solid backdrop
Search and select an image from your file explorer folder to select a virtual background
- How to use hand raise function
Click on **“Participants”** on the bottom center menu bar
Click on **“Raise Hand”** and a hand icon will pop-up by your name
To lower your hand, click on **“Lower Hand”** - in case it was an accident
- How to change your name
Click on **“Participants”** on the bottom center menu bar and a box will open
Look for your name and click on **“Rename”**
Enter your name (if you are staff, consultant, or CAC member, and if you would like to share preferred pronouns)
Click on **“OK”**



For additional help click on [Zoom Help Center](#) and use the search box.