

Zoom Organisers - Checklist for Zoom meetings with Q & A

This is not a test of what you know, but a way to capture the things you don't know, so we can show you how.

* Required

1. What is your name? *

2. What is your community group/organisation? *

3. Do you know how to set up a Zoom meeting?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

4. Do you know how to send out an invitation to a Zoom meeting?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

5. Are you able to set up a breakout room?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

6. Do you know how to set Video permissions to record?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

7. Do you know how to set up the meeting chat so that chat between individuals is disabled?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

8. Can you start a Zoom meeting?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

9. Do you know how to admit people from the Zoom waiting room to the main meeting?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

10. Are you able to share your screen to demo a useful website?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

11. Are you able to stop sharing your screen with attendees?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

12. Do you know how to set up a Zoom Whiteboard?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting