



## Hosting a Zoom Planning Meeting

### **Your CROP Hunger Walk is going Virtual.**

Here are a list of ZOOM meeting tips and tricks to plan your walk.

- Set your planning meeting date – stick to your regular meeting date if possible.
- Not using Zoom now? Download the free app at <https://zoom.us>
- Send a Zoom meeting link at least two weeks prior to the meeting date.
- Do you want and need new planning team members? Using ZOOM, there's no travel time to meetings! That's attractive to busy people!
- Prepare an agenda to help you stay on task and on time.
  - Sample agenda
    - Welcome/Opening Prayer or Meditation
    - Check-in (builds community on the committee)
    - Updates
      - Committee/sub-committee updates
      - Walk updates
    - New business, Walk modifications
    - Committee assignments for next meeting
    - Set next meeting date
- Use ZOOM's video to help all attendees feel connected.
- Mute your microphone to eliminate disruptions while others are speaking. Unmute your microphone only when you speak.
- Think about what is in your background before the call. Remember, everyone can see what is behind you.
- Encourage use of ZOOM's chat function for comments and questions. People can chat with the whole group or another ZOOM participant.
- Dress for the camera – no PJs!