

Below are best practices for council/committee/department meetings at Norco College to be used as a guide for facilitating efficient and effective meetings via [Conferzoom](#).

Meeting Recorders

- Install [Zoom Outlook Plugin](#)
- Review [In Meeting Security Options](#)
 - [How to Keep Uninvited Guests Out of Your Zoom Event](#)
- [Schedule meetings](#)/Set meeting features
 - Determine security settings for your group (you are encouraged to use at least one)

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Distribute agenda and meeting handouts
 - Include Zoom link, meeting ID and on the agenda
- Begin meeting ea(n)-1tsID 8tsl

All Participants

- Watch the video for setting up [profile](#)
 - Disable HD Video
- Watch 1 min video on [how to join a meeting](#)
- Test meetings, practice!
- Use headphones if you have them
- Remember to connect your device to a power source during the meeting

Resources

[Executive Order on the Brown Act \(N-25-20\)](#)

[Zoom Live Training Webinars](#)