

MEGA Mentors

ZOOM "Pro" Plan Licensed Account User Management 2020-2021

ZOOM User 1 (M. Moore)

treasurer@megamentors.org

- Executive Committee
- Leadership Team (Board)
- Finance Committee
- Development & Fundraising Committee
- Communication Committee
 - Website & Social Media Committee

ZOOM User 2 (C. Saunders)

cymelesaunders@gmail.com

- Program Committee
 - MEGA Support/Resource
 - Speakers Bureau
 - Technology Transfer
 - Laptop Build/Summer Essay
- Training Committee
- Recruiting Committee
- Program Metrics
- Program Events Committee

ZOOM User 3 (M. King)

mishaking@gmail.com

- Elementary School Team
- Middle School Team
- High School Team
- Schools Liaison Team
- Membership Team

Instructions for Scheduling Meetings:

1. Committee Chair Person/Member Notifies ZOOM User to Schedule a Meeting
2. ZOOM User Access Account Profile
3. ZOOM User Reviews Request Meeting Date and Time
4. ZOOM User Schedules Meeting **if No Conflict with Other Scheduled Meetings**
4. ZOOM User **Assigns Select Meeting Attendee (i.e., Committee Chair or Member) Alternative "Host" Status**