

Virtual Hosting & Production Assignments



Establish process for setting up a meeting

Establish process for facilitating a meeting



Process for Setting up a Meeting

Technology Team assigns 2 MEGA Mentors Google accounts per school



MEGA Mentors
liaisons form
teams with
mentors to
schedule
mentoring
sessions

Liaisons
confirm
schedules
between
mentors and
school
coordinators

Liaisons schedule
Google Meet* with
mentors and
school coordinator
using MEGA
Mentors Google
account

*MEGA Mentors Liaisons schedule recurring meetings for the year.

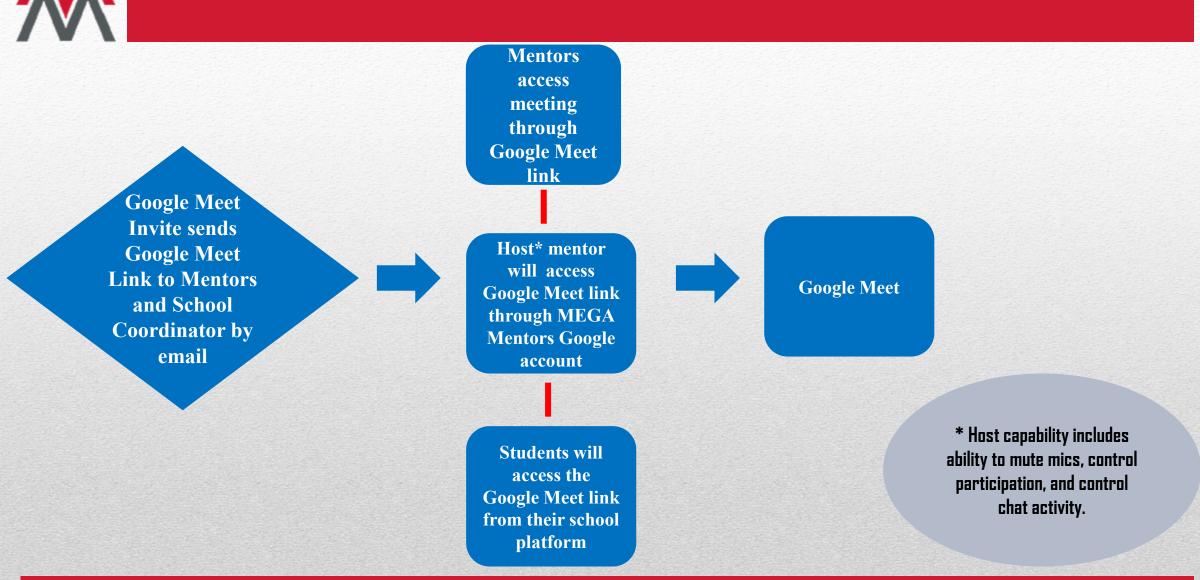
The same Google Meet link will be used all year for a given meeting.

Google
Meet Invite
sends
Google
Meet Link to
mentors and
school
coordinator
by email

School
coordinator
to place
Google Meet
link on
Student's
school
platform



Process for Facilitating a Meeting

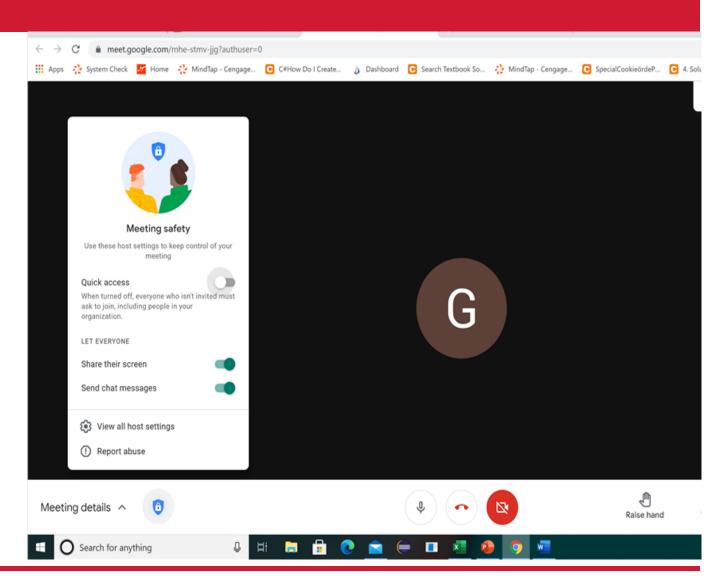




Meeting Safety

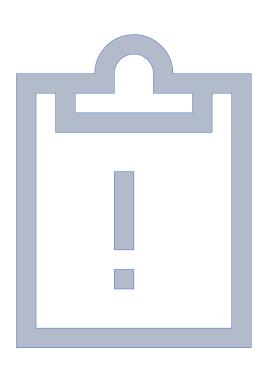
Host Controls

- Click on the shield icon next to the Meeting details button on your Meet screen.
- ☐ Turn off "Quick access" so that all users, including those in the same domain as the host, must knock to request to join the meeting unless they're on the calendar invite.
- Host of the meeting can enable or disable both screen sharing and chat messages for all participants.
- Host can also mute participants individually.





Audits



- Each school will be audited electronically to flag Google ID links use that does not appear on the school schedule. The Program Manager will follow-up and report to the VP Programming.
- Host Mentors are responsible for reporting meeting attendance of participants (students and mentors) to the Treasurer/ Donor Management system owner.



Questions or Comments

If you have questions or comments please contact:

- □ Info@megamentors.org
- □ Programs@megamentors.org
- □Call (804) 639-8774



Questions or Comments

Click this link below to submit acknowledgement form

MEGA Virtual Hosting & Production
Assignments