Partnership Agreement for Leader and Tech Host

Leader
Matt XXX
916-111-2222 Cell Phone
916-222-3333 home phone
MattXXX@gmail.com

Tech Host
Marian XXXX
916-222-1111 Cell phone
916-555-4444 Home phone
MarianXXX@yahoo.com

Meeting Info

US Presidents	(title of program)
Tues 10:00 11:30	(time of program)
September 6th through November 29th	(duration)

Zoom Account Info   **Go to CSUS.Zoom.US**

This is where we initially schedule the meeting, start the meeting and capture the recording links.

Ren-XX@CSUS.edu	(SacLink account)
Passcode Fall1234/Fall1234	(password for that account)
Claim host for this account "123456"	(claim host for the SacLink account meeting)

https://csus.zoom.us/j/87386604040?pwd=cHdxaENZMMZVFvY1d2NFlYVnVWS1hmdz09

ID 960 1338 4638 Passcode "Writing"   (ID and passcode for enrollees)

PRS Info   The Renaissance Society | Sacramento State (csus.edu)

This is where members enroll in the program and we can email from there

Go to **Online Registration** and then **Login as Admin** on bottom right

Use email of the leader as listed in the catalog

Use password that was issued to the leader by Steve Grodin (CSUS)   New Fall '24

Task	Leader	Tech Host	Not needed
Before Meeting			
Email weekly reminder?	X		
For the Meeting			
Start meeting		X	
Check name on screen	X	X	
Check waiting room settings			X
Enable CC for participants		X	
Ensure participants setting		X	
Make Leader host		X	
Make Tech Host co-host	X		
Present upcoming Forum & ASI Slides		X	
Explain Zoom etiquette		X	
Record meeting	X		
Monitor raised hands		X	
Monitor participants audio		X	
End Meeting	X		
After Meeting			
Trim recording – copy link and send to Leader		X	
Send out group email with link to recording and note for next week	X		

This list does not include **tasks** for hybrid. under Hybrid Training and Resources. For that, check the samples on our website (csus.edu/rensoc) under Online Learning Resources > Hybrid Training and Resources.

Aug 2024