



# PROJECT SCOPE: SESSION PREPARATION

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## PRIOR TO SESSION

Create Zoom meeting for all SCOPE sessions

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Grant host access to all SCOPE team members

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Send Zoom link to registered participants

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Send Zoom link to presenter

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Obtain presenter materials (slides & case study)

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Send presenter materials to SCOPE team members

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## 15 MINUTES BEFORE SESSION

Start Zoom Meeting from host link

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Once in the meeting, enable "Mute All Upon Entry"  
(Participants > More > Mute All Upon Entry)

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Disable the chime sound that plays when participants join  
(Participants > More > Play Join and Leave Sound (uncheck))

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Allow only SCOPE team members and didactic presenters in  
from waiting room

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## WHEN SESSION BEGINS

Allow all participants in from waiting room

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Start recording (to the Cloud)

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Continue to monitor waiting room for 15 minutes

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When presenter starts introducing case study, send case  
study slides in chat

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Start making breakout rooms when case is introduced

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Pause recording when participants go to breakout rooms

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## HOW TO MAKE THE BREAKOUT ROOMS

A couple of slides before the case study, start creating the breakout rooms

- Aim for 6 participants per group (assigned automatically)
- Unassign all SCOPE Team members and presenter from rooms
- Breakout rooms will be between 20-25 minutes long

## WHEN SESSION BEGINS

- Open the chat, and select the option that says "File"
- Click "File" and then "Your Computer"
- Locate and select the case study file
- Click "Open", which will share the file to the chat