



ZOOM MEETING GUIDELINES/ETIQUETTE

These guidelines and etiquettes are to ensure that the meeting is as efficient and effective as possible. Please read them thoroughly.

- Download the Zoom App if using your phone or tablet prior to the meeting and set up
- Review the Meeting Format:
<https://rockycreekpoa.com/meeting-format/>
- Join the meeting 5-10 minutes in advance to test your wifi, video, audio and to get familiar with the meeting if you have not yet participated in a Zoom Meeting
- Your Personal ID must be recognizable to the Board as to who you are (un-invited guests will be removed)
- If you already have a Personal ID that is one in which the Board would not recognize the identity, please notify the board immediately at rockycreekpoa@gmail.com so that the Board can make note of that
- The meeting will start promptly at 700pm, There is a 630pm-700pm for meet and greet.
- Everyone, other than the Board and Donnie, will be muted throughout the meeting until the Open Forum
- If you have time to play around in Zoom, you will see that you can view in Grid Format so that you may see more than one person at a time
- There will be a Powerpoint, that will be shared
- During the Open Forum, to avoid talking over one another, let us know in the chat that you have a question, comment, suggestion and we will unmute that member and allow the member to speak
- Review the Open Forum Format:
<https://rockycreekpoa.com/open-forum-format/>
- The meeting will be recorded