1. Intros
   1. TS staff
   2. Rolls
      1. Host- Starts the session, controls settings, muting
      2. Panelists- may mute, unmute themselves
      3. Presenter- controls what is on screen, may pass off presenter
      4. Attendees- audience, no controls, passive participant
   3. Future training
      1. Non-TS staff will be trained for host/scheduling WebEx Event
2. Purpose
   1. Daily training purpose
      1. Make sure everyone can start program
      2. Get users familiar with controls
      3. Attend 1 minimum
      4. Start discussion for committee procedures
   2. NO BUSINESS
      1. Training only, Corp Counsel informed potential fines etc
   3. Friday Mock Meeting
      1. 1:30pm
3. Basic Controls
   1. Control Bar
   2. Mute
   3. Participant Panel
   4. Raise Hands
4. Devices
   1. Computer/Laptop is best
      1. Laptops
      2. iPad- different controls
      3. smartphones
      4. Call in
5. Procedures. Will be up to each committee to set their rules/procedures
   1. Mute all times
   2. Voting via Raise Hands and other options
   3. Go over sample procedure doc
   4. Recording at all times notice
6. Questions
7. Zoom, Hangouts, etc
   1. WebEx is what Racine County is recommending/fully supporting
   2. Racine County is NOT recommending hosting Zoom meetings, participating ok but be careful
   3. MS Teams great for Racine County staff