

SCHEDULE for Testing Meeting Equipment and Remote Accessibility, Sunday April 10, 2022

NOTE: Before the meeting, Martin (or Jim) will have connected the OWLs to the internet at home to make sure they have the latest software installed; and will also have downloaded the OWL App to his phone; and will have tried out basic OWL camera functions.

10am – 12pm

Preparation and Preliminary Testing by tech team; on-site volunteers can arrive at 11am to observe and help set up as needed.

Begin with a short meditation (10 min.)

Set up a typical meeting arrangement with the teacher position at the center of the east wall, Great Room

- 1) Arrange Sangha seating w/ chairs, cushions, mats as usual
- 2) Set up and test Teacher position: cushion and/or chair, teacher laptop, microphone, speakers
- 3) Set up camera equipment and projector: Position Owl(s) and tripods, power cords, cables; connect **Owl 1** to teacher or second “OWL operator” laptop with USB cable; connect **Owl 2** to Owl 1 via “Owl Connect”, connect laptop to projector; test projection of pictures onto screen.

NOTE: Try out both connecting the OWL to the “teacher laptop” and to the “OWL operator laptop”; to understand how each works; and what the implications are for meeting management, display of remote participants, etc.

4) Test basic camera operation:

- a. Test positioning of OWLs to best capture participants in different areas of the room.
- b. Camera operator: Test panorama view of camera; auto-focus and zoom feature; “camera lock”
- c. Test if Owl 1 (closest to teacher) focuses and zooms in on the teacher who is placed in-between the two speakers / next to the speaker.

11-11:30am (approx) Welcome in-house and selected zoom volunteers

- 5) Invite Sangha volunteers to sit in chairs and on cushions in different places: center, sides, back of room
 - a. **Review Owl's performance:** How is the room captured by the owls; what are the different options for camera operation? What settings are best for Sangha meetings? Are there any blind spots for the OWL camera(s)?
 - b. **Query:** How is picture quality for remote participants? How responsive are the OWLs in changing focus from different in-person participants; from the teacher to in-person Sangha?; How is the sound quality picked up by the OWLs from different locations in the room? How well can in-person participants hear and understand remote participants?

12:00 NOON

SNACK: Bring your own sandwich, we can supply Coffee and/or Tea, Water, Soda (We will have one or two boilers for coffee) Cookies?

12:30pm Hybrid Sangha Meeting

- 1) Arrange for Remote Zoom volunteers to join a “real” Zoom meeting.
 - a. Remote Zoom participants would join and first be in the “waiting room to see/talk with each other while they wait for the party to start.
 - b. Start a meeting: At this point the teacher can open the meeting from their laptop. Jim to stand by to see what “management tasks” come up in the test.
 - c. Quick check if all participants can hear and see each other.
- 2) Questions to discuss related to OWL operations:
 - a. When do we start transmitting the Owl picture?
 - When the teacher begins?
 - When the members assemble prior to each meeting?
 - b. Other questions—to be added

ADDITIONAL

Materials:

Laptop (Ron and Jim?)

Laptop #1, for the teacher’s use (notes, project slides, etc.)

Laptop #2, to run remote Zoom connections (start remote meeting; manage/admit guests, assign Zoom rooms (if used)

Projector and its table or stand

OWL equipment:

Two Owl units, tripods, elect. cords, safety covers for cords (duct tape for the test); screen (in EC room)(s), microphone and speakers for teacher

Sangha seating: Chairs, cushions, mats