

## Managing Your Virtual Meeting



### Managing the Room

In order to make your virtual troop meetings go smoothly, you will need to learn how to manage the room. You can do this by planning for and learning about the tools your virtual meeting provides, such as muting and hand raising.

Maintain or regain control of the room when necessary. Address behavior issues as they occur, discuss how to handle and include with troop agreement. Treat the first virtual meeting as you would with any first meeting; set up expectations and ground rules, such as:

- Using the Girl Scout Quiet Sign to get everyone's attention.
- Not using the chat log for side conversations during the meeting. Define chat rules (chatiquette) and communicate them to your Girl Scouts.
- Muting yourself when you are not talking to eliminate unnecessary background noise.
- Setting a time limit on girl's sharing to make sure you have enough time for activities. You can set up a time at the beginning or end of the meeting to allow girls time to share more.

Read more tips on GSUSA's [How I Make Virtual Meetings Work for My Troop](#).

### Virtual Meeting Safety



In Girl Scouts, Safety is always our #1 priority, even in virtual meetings. You can keep girls safe by:

- Making sure the virtual meetings are set to private so that only invitees can attend (not a public meeting space). Do not share sign up links so that anyone can join. Instead, invite participants individually. If an unauthorized person enters your meeting space, take action to remove them immediately.
- Making sure that there is nothing on the virtual stream that identifies a girl or volunteer personally or reveals a personal address, home address, or a person's physical location. To further protect privacy of personal space, there is typically an option to obscure the background in the room, if that is helpful.
- Allowing girls to pick fun nicknames to identify themselves on the meeting attendee list.
- Maintaining control of images shared. Set meeting controls so that you can mute or disable screen sharing by any participant. Make sure your co-leader knows how to do the same.
- Not recording troop meetings and ask that girls do not record troop meetings. The majority of girls are minors and are not of the age to legally consent, so recording of regular recurring troop meetings is not permitted.

For more information on keeping girls safe during virtual troop meetings:

- [Safety Activity Checkpoints | Virtual Troop Meetings](#)
- [Safety Activity Checkpoints | Computer and Internet Use](#)



## Zoom Meeting Security Settings

Remember to check your Zoom settings to ensure your meeting is only accessible to you and your troop! Zoom has rich security controls to keep your Girl Scout meetings secure. Overall, the best practices for securing your meetings are as follows:

- Make all conference meetings **password protected**.
- Change your screen sharing to **“Host only.”**
- Enable **“Co-host”** as necessary so you can assign others to help you moderate the meeting.
- Disable **“Join before host”** so you have full control over who begins the meeting.
- Disable **“File transfer”** to protect you from digital viruses.
- Disable **“Allow removed participants to rejoin”** so that removed attendees can’t rejoin.
- **Don’t share meeting links** on public-facing platforms.

For even more meeting security, you can:

- **Disable all non-host screen sharing capabilities**, making sure screen share capabilities remain host-only.
- **Enable the “Waiting Room” feature**, which allows hosts of the meetings to see participants in a virtual staging area so they can be vetted before joining.

Just know that the second set of recommendations may make it more difficult for actual invited participants to share appropriate content in your meeting.

If you still have concerns on securing your meeting, you can review the following resources and contact Zoom Support directly for further assistance.

- [Protect Your Zoom Meeting from Hackers](#)
- [How to Keep Uninvited Guests Out of Your Zoom Event](#)
- [Zoom Support](#)