

arrangement of the meeting work front (proposal)

2015. 5. 15

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8:
9: 1. Position of Edmon Chung in this meeting
10:
11: ICANN told us that we can include Edmon as "Coordination Advisor
12: for CJK within the LGR Project" once the CGP/JGP/KGP chairs agree
13:
14: tentatively on the agenda :
15: Edmon is invited to the meeting as a CJK community member
16:
17: do 3 Chairs agree to invite him as
18: "Coordination Advisor for CJK within the LGR Project" ?
19:
20: 2. Meeting facilitator & sub-facilitator
21:
22: who and who?
23:
24: 3. Notes & minutes takers
25:
26: who and who?
27:
28: 4. Liaison with remote
29:
30: tasked to
31: - operate adobeconnect (ex. page-turning of presentation)
32: - watching adobeconnect screen and find
33: + someone raises a hand
34: + someone types in a message
35: and inform it to the facilitator when relevant
36:
37: who and who?
38:
39: 5. How to participate in the meeting.
40:
41: a. sites
42:
43: on-site & remote (adobeconnect with or without phone)
44:
45: b. sharing presentations
46:
47: on-site : projector
48:
49: remote : adobeconnect
50:
51: c. speaking
52:
53: on-site : you raise a hand and get named as a speaker
54: say your name before speaking
55:
56: remote : you type in a message to the chat room of adobeconnect
57: ==> then facilitator picks up the message and make
58: someone read out on-site
59:
60: or raise a hand in adobeconnect and get named as a speaker

61: say your name before speaking
62:
63: 6. simultaneous briefing of the meeting on adobeconnect
64:
65: no simultaneous briefing
66:
67: ===
68: