

SEPTEMBER 2026, v2.8

# EVENT GUIDELINES (INTERNAL)

# Contents:


**Resources** **3**
**Internal Events Checklist** **4**
**What are internal events?** **5**
**Process Summary:** **6**
**Preparation:** **6**
Meeting: 7
Presentation: 7
Brainstorming Session: 8
**Set Up:** **8**
Part 1: Creating the event itself: 8
In Zoom: 9
In Google Meet: 10
Part 2: Announcing the event (on Slack): 11
How to let others know you can attend an event: 11
**Starting the Event:** **11**
5-10 minutes before the event: 11
**Recording the Event:** **13**
On Zoom: 15
On Google Meet: 15
Recording Meetings with OBS: 16
**Running the Event:** **15**
RASCI - How We Organise Team Roles: 15
Introductions: 16
Presentations: 17
Encouraging Discussion: 19
Coordinating Others to Complete Tasks: 22
Ending the Event - Meeting Minutes and Next Action Steps: 23
**After the Event:** **25**
**Hints and Tips for Effective Meets:** **27**
**Research Meetings:** **28**
**Version Control Information:** **32**

# Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.
Otherwise, let the #wiki Slack channel know.

| Resources - Preparation |
| --- |
| Download Zoom: https://zoom.us/download |
| Presentation Template: https://wiki.strive2thrive.earth/templates/MarketingTemplate.pptx |
| Creating and Running a Zoom Poll: https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings |
| Event Scheduler Bot in Slack: M_TP_GUI_034 - How To Use THRIVE Event Scheduler and Daily Diaries |

| Resources - Event |
| --- |
| Icebreaker activities to get people comfortable. https://www.rhythmsystems.com/blog/the-best-icebreakers-to-energize-your-virtual-meetings |
| Brainstorming ideas to create ideas with others. https://www.wework.com/ideas/professional-development/creativity-culture/effective-brainstorming-techniques |

| Resources - Post-Event |
| --- |
| Upload Recorded Meetings to NextCloud: https://nextcloud2.strive2thrive.earth/apps/files/files/751?dir=/Uploads |
| Credentials for accessing NextCloud: https://wiki3.strive2thrive.earth/storage/ |

# Internal Events Checklist

- ☐ Set up the event *at least 1 week* before your event.
- ☐ Post the event using the Event Scheduler Tool in the #events Slack channel. You will need:
  - ☐ The name of the event.
  - ☐ Who is organising it.
  - ☐ The team's RASCI, which can be found in a pinned link in your channel, or in this spreadsheet here.
  - ☐ A list of items to discuss and / or presentations (for the agenda).
  - ☐ A link to the event in Zoom or Google Meet.
- ☐ When running the event:
  - ☐ Make sure everyone has their cameras on, unless they have a good reason they cannot do so.
  - ☐ Reaffirm the team's RASCI.
  - ☐ Ask everyone to spend 30 seconds introducing themselves.
  - ☐ Go through the items in the agenda.
  - ☐ Direct people in the meeting to complete tasks - these will be the next action steps.
- ☐ After the event:
  - ☐ Go to the event in the #events Slack channel. In a reply to this, you will see the "Next Action Steps" button - click this and fill the required information.
  - ☐ Upload the meeting recording in a folder (alongside any presentations) to NextCloud's Uploads folder with the correct naming conventions.
    - ☐ If a recording is in two parts, merge the parts with:
      - ClipChamp (Windows).
      - iMovie (Mac).
      - Use this only if you can't use the others: Adobe Express (web-based - this tends to make very large files).
    - ☐ If the meeting recording is larger than 200 - 300 MB (per hour of recording), shrink the file before uploading. You may use this web program: https://www.freeconvert.com/video-compressor

# What are internal events?

Collaboration is an important part of working at the THRIVE Project. We need internal events for people to collaborate, propose new ideas, present their progress and assign tasks to people. These also count towards internship and training placements.In other words, meetings are the biggest tool in your arsenal to *make a thrivable future.*

Teams at THRIVE often have weekly or fortnightly meetings to discuss ideas.
But meetings are not the only places THRIVERS can communicate.
*Aim to encourage discussion outside of meetings*, such as in the Slack channels.
This guide discusses how you can run a meeting, presentation, or other gathering with fellow THRIVE members.

**Some examples of events include:**

- Meetings.
- Presentations.
- Brainstorming sessions.
- Training sessions.
- Planning sessions.
- Town Hall discussions.
- Anything else you can think of.

**To run an internal event, you need to do these things:**

1. Think about why you want to run an internal event / meeting, and who you want to attend. Do you want to:
    - Discuss topics or progress?
    - Present slides to people?
    - Brainstorm ideas?
    - Start a conversation?
    - Something else?

This will shape what you need to do to plan the event.
Note that you don't need to start a meeting to discuss with others. A private Slack message or Slack channel post is also useful for gathering thoughts and opinions.

**Meetings are best** for if you need multiple people **to respond quickly to each other.**

2. Set up the meeting itself (we normally use Zoom or Google Meet).

3. Announce the meeting through Slack, using the Event Scheduler Tool in the #events Slack channel.

4. Run the event, and make sure everyone can add to discussions.

# Process Summary:

- Team meetings should be scheduled for a **recurring time/day**. Any changes to this should be sent to the #team-assistants Slack Channel ASAP.
- Zoom/Google Meets **link**, the **meeting agenda** and **time/day** should be confirmed in the channel 1 week beforehand, where possible. A ✅ or ❌ should be added so attendees can RSVP.
- Team leads are encouraged to personally DM key attendees if that person has not RSVP'd the day before the meeting. Explain why they should attend the meeting and what you need from them.
- After a meeting, post a **summary** of the meeting including: **time/date** that it took place, attendees, **purpose** of meeting, **minutes** or a dot-point summary of discussions, and **next steps** for the team. Then confirm the **next meeting date/time** and provide a link if possible.

# Preparation:

To have a successful event, you need to know *why* you are running it. This makes sure your event is productive. To this end, think about:

- Why do you want to meet with others? To discuss? To give them information? To create ideas?
- What you want to present/discuss. (if presenting, who is presenting? Do they have slides?)
- How long do you need to meet for (a normal meeting usually lasts around 40-60 mins).
- Who do you want to invite?
    - Have you sent *an individual message* to each person, telling them about the meeting, and why they would be useful at the meeting?
- Is there a presentation? If so, who is presenting?

Before you start an event, you need to prepare. What you need to do depends on why you're meeting.

## Meeting:

Many internal events are meetings, where you talk to others to gather their ideas and thoughts, or encourage discussion on a particular topic. For these, consider:

- What you want to discuss.
- What do you want to get out of the meeting? Focused discussion? People discussing their ideas? Assigning people to work on things?
  This will shape how you set up and run the meeting.

## Presentation:

Unlike meetings, these rely on one (or a few) people discussing their points through visual presentations while others listen. However, you can have people discuss your presentations and/or related topics. For these, consider:

- How many people will present? Who is presenting?
- What presenters want to present.
- Do all presenters have slides? If not, they will need to make these.
  - We recommend Microsoft PowerPoint. Other programs may cause formatting issues with our template.
  - Use the template here.
    Make sure you keep the basic design, but feel free to change content and images.
  - Slides should summarise your points.
    They should not have all your information.
  - Most of your information should be spoken only.
  - When you make slides, make sure to place no more than 1-2 sentences on each slide. This will make your slides easier to read.
- How long does each presentation take?
  - Agree before the event when everyone will present. *Only one person can share their screen at a time.*
  - Have everyone who presents practice their slides. How long do they take? Add them together, plus add 5 mins for each presentation (for switching over and in case something goes wrong).
    This should be how long your meeting takes.
  - If you want to have discussions, add 10-15 mins for each discussion.

## Brainstorming Session:

These are useful if you need to gather ideas or develop concepts, whether improving THRIVE processes, creating a new initiative or thinking up a new graphic. For these, consider:

- What do you need ideas for?
- Who has the most knowledge and/or experience in this topic? Consider groups and individuals within THRIVE that may help you.

# Set Up:

You should do this *at least 1 week* before your event. *If not possible, keep the next event at the same date and time, and change the next one onwards.*
Any later, and people may not arrive.

Once you know what your event is for, and what you want out of it, set a time and date for the event - this should be every week, though it may be every two if desired.
*Make sure it is at the same day and time.*

If you don't know when people are available, you may ask them through Slack. If you do so, tell them:

- What your event is.
- How long you think it will last for.
- Give them a few times they can pick from.
  **You may set up a poll in Slack by typing "/standuply" (without quote marks) in a Slack channel.**

This makes sure people know of your event, and that everyone can meet at a time that suits them.

To create the event, do the following:

## Part 1: Creating the event itself:

There are several options to run and record an event. These include:

- Zoom (limited to 40 minutes on free version, but has recording ability)
- Google Meet (Max. 60-min meetings, unless you upgrade. Needs a separate program to record, such as OBS.)

You can find guides on each program below:

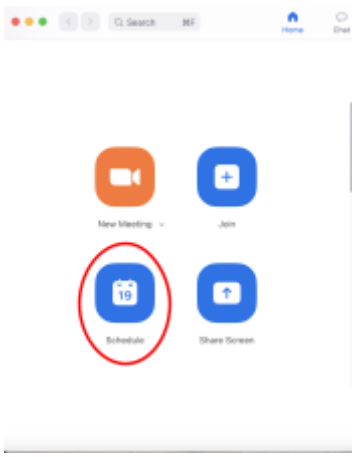
| | Zoom | Google Meet |
|---|---|---|
| **Set Up** | Zoom Set Up | Google Meet Set Up |
| **Recording** | Zoom Recording Instructions | Google Meet Recording Instructions |

If you use other online video conferencing services, refer to your services' help guides to create and record your meeting. Please check the following sections to see how to create events using them.

## In Zoom:

This is how to create a meeting through Zoom:

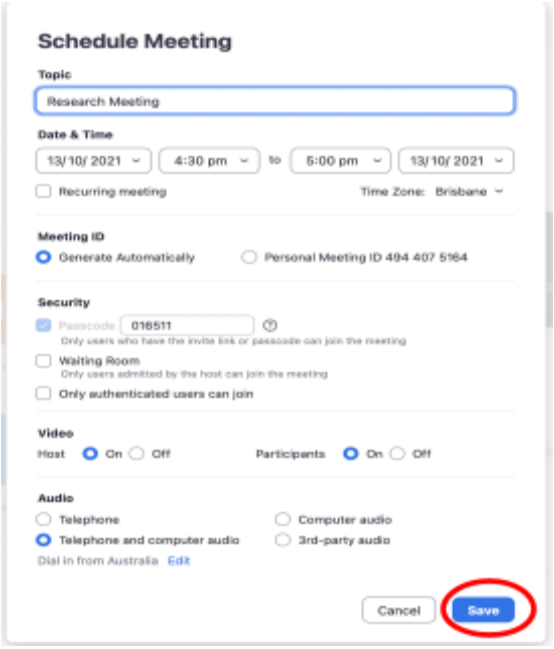
1. Select the Schedule option in Zoom.



2. Add meeting details (name of event, date and time, etc.).
   Turn on video for host and participants.

   If you want the meeting to repeat, tick the "Recurring meeting" checkbox.

   Click "Save" once you are done.

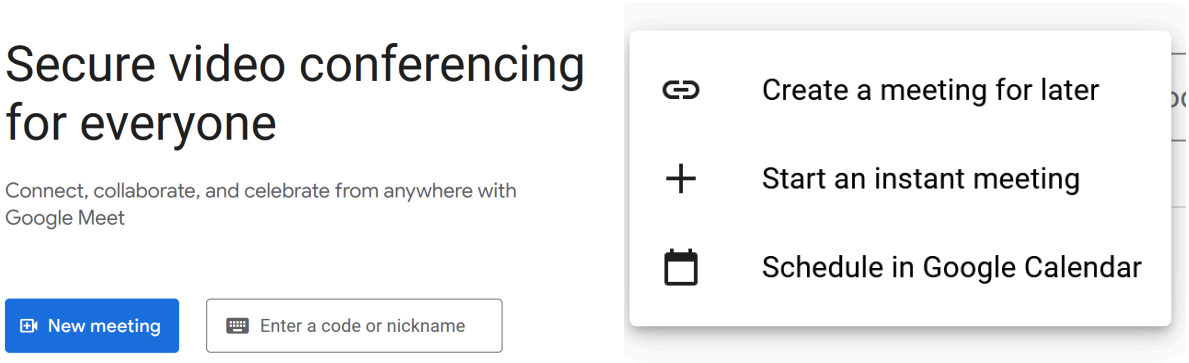



3. Create an event, and share the link in the “Location” textbox. See Part 2 below on how to do this.

## In Google Meet:

This is how to create a meeting through Google Meet.

1. You will need to have a Google account to host a meeting on Google Meet. If you don’t have one, go to https://accounts.google.com/signup and sign up for one.
2. Go to meet.google.com in your web browser and log into your Google account.




3. Click "New Meeting" and then "Create a meeting for later" Copy the link that appears.
4. Create a new event in Slack and share the meeting link in the “Location” textbox when you create an event. See Part 2 below on how to do this.

## Part 2: Announcing the event (on Slack):

**See the "How to use THRIVE Event Scheduler and Daily Diaries" document here.**

## How to let others know you can attend an event:

You may sometimes find events in your channels that you can contribute to, or get invited to them by others.

If you can attend an event, you just have to click the tick under the message. Or if you can't, click the cross.
It should look something like this:




If you cannot find the emojis under the message, click the emoji button and search for the **tick / cross** emoji in the search bar.

Above all else, *let them know.* The person running the event will be happier if you tell them in advance.

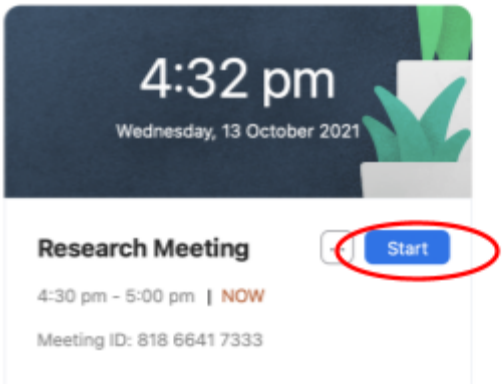
# Starting the event:

*Never cancel a meet* – even if only two people are at a meeting, run the meeting anyway. People may show up later.

### 5-10 minutes before the event:

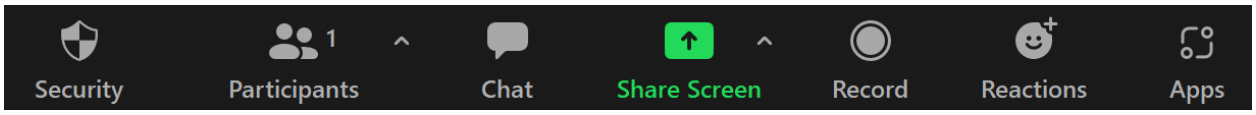
**To start an event through Zoom**, open the Zoom app and press "Start Meeting" at least 5 minutes before.

**In Google Meet, you may click the link in the Slack event.** It will bring you directly to the meeting room.

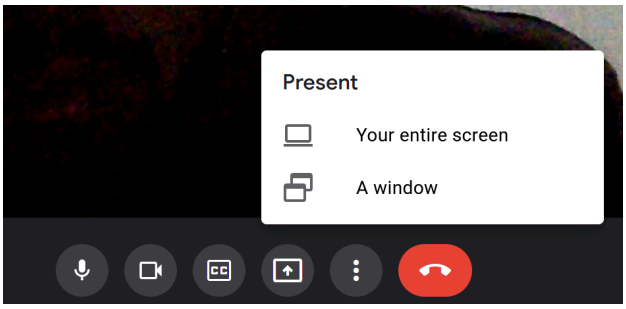



If you have a presentation you wish to show, share it to your screen before your audience enters the meeting.

**On Zoom:** You can do this by clicking “Share Screen” in Zoom and selecting the window where the presentation is in the popup.




**On Google Meet:** Click the rectangle with the up-pointing arrow at the bottom of the screen, and follow the prompts.




If there are multiple presentations, make sure everyone is ready to share their presentation once the previous person has done so.

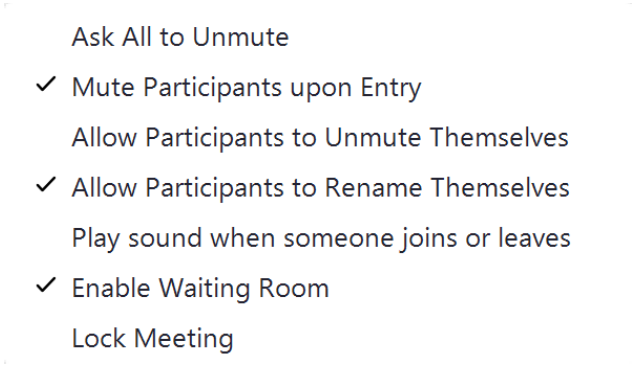
Remember that only one person can share their screen at a time.

***When sharing a presentation, make sure you mute everyone who isn’t presenting. On Zoom, you can do this by:***

- **Giving co-host rights to *all presenters. This allows them to unmute themselves.***
  In the Participants Menu, click the “...” button at the bottom-right. Make sure:

- “Mute Particpants upon Entry” is ticked.
- “Allow Participants to Unmute Themselves” is unticked.

This prevents audience members from interfering with speakers.




**Google Meet mutes everyone by default** once a certain number of people enter the room.

# Recording the Event:

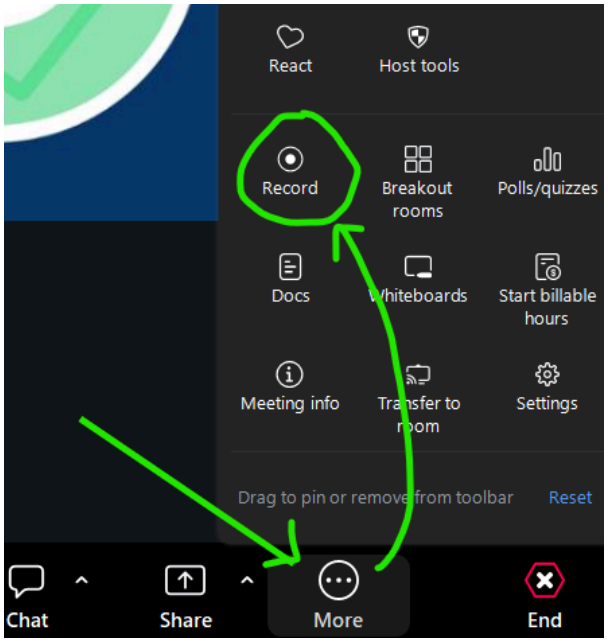
Once everyone has joined the meeting, record the event to your computer (unless it’s a casual chat). You will need to upload this to our NextCloud later so anyone who missed it can listen to the meeting and understand what’s going on.

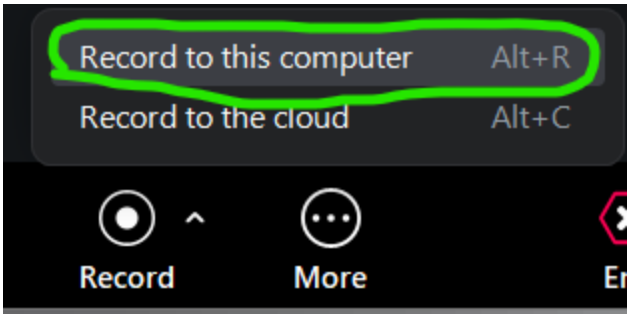
If you can’t do this, ask someone else to record.
**Do not** start the meeting without recording it.

**On Zoom:**

Click on the “More” menu, and click “Record”.

On the menu that appears, click “Record to this Computer”.
Do not click “Record to the Cloud”, as it will produce a low-quality recording.



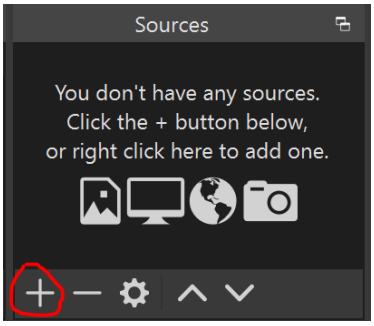

**On Google Meet:**

Google Meet doesn't allow anyone to record meetings on personal Gmail accounts. This means you will need to install a third-party screen recorder. Depending on the software, it could either be a browser plug-in/extension or a Windows/Mac application.

**NOTE:** If you wish to record a Google Meet, we recommend using a browser other than Google Chrome - it prevents external recording of Google Meets.

**Recording Meetings with OBS:**

We often use Open Broadcaster Software (or OBS) to record our meetings. You can install it from here: [https://obsproject.com/](https://obsproject.com/). To use it:



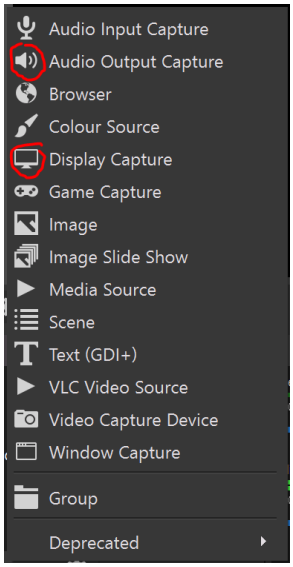

1. Open OBS on the device you will be recording from. Move your mouse to the “Sources” section at the bottom of the OBS window.

**NOTE:** If you cannot find the “Sources” section, go to the menu bar and click Docks > Sources.

2. Add the visuals and audio as sources. To do this, click the + symbol in the Sources section. This should be at the bottom of the screen.

3. Click “Audio Output Capture”, and in the popup menu, select “Desktop Audio” from the “Add Existing” section. If this does not exist, select “Create New”, and pick the **speakers / headphones that you will listen through** during the event.

   This will record all sound coming from the computer, based on the volume of the computer *(so if it’s muted, no sound will be recorded)*.




However, it will not record your own voice.

4. To record your own voice, click “Audio Input Capture”, and in the popup menu, select “Mic/Aux” from the “Add Existing” section. If this does not exist, select “Create New”, and pick the device that **you will speak through** during the event.

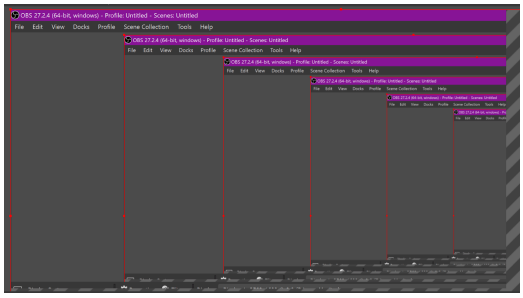
5. Once the audio feed appears in the Sources menu, click the + again and click “Display Capture”.

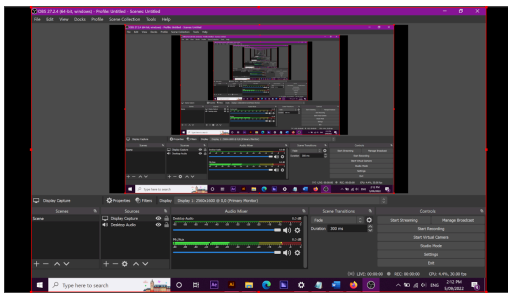
6. Select “Create New”, then pick the display that you wish to livestream. For instance, if you wish to livestream a Zoom event, select the screen where Zoom will be opened.
Untick the “Capture Cursor” tickbox to prevent your mouse cursor from being visible onscreen.

7. Open Google Meet on your computer. Make sure no other windows appear on top of the Google Meet window.

8. Look at the window in the centre of OBS, and check that the ENTIRE window is visible. If only part of the screen is visible, like below, select and drag the red dots to adjust the size of the screen. Drag the screen on the window to move it.

   Now move the screen so it fits neatly within the central window.





9. If done correctly, the OBS window should look like the one on your right.

10. Start the recording by clicking “Start Recording”. Once the meeting ends, click “Stop Recording”.

**NOTE:** Avoid opening up OBS until you wish to stop recording, as the OBS window will appear in the recording.

11. Once done, convert the .mkv file it creates to an .mp4 file by clicking “Remux Recordings” in the main menu, and dragging your .mkv file into the popup. Click “Remux”, and wait until it is done. You should have a .mp4 file.

# Running the event:

Before starting the meeting, make sure everyone has their cameras on, unless they have a good reason they cannot do so (i.e, unstable internet connection, being in an awkward location, webcam not working, etc…).

## RASCI - How We Organise Team Roles:

At the start of each meeting, state the RASCI for the meeting - this can be found in a pinned link in your team’s channel (either your channel, or the channel where that team mainly gathers), or in this spreadsheet here.

If any members have left THRIVE or can no longer contribute, pick a new person to fulfil the role.

We use this as a way to organise who should be responsible for different tasks in each team. Split into five roles, this provides a way to understand who other team members can rely on to ensure their team runs without issue.

Each of these play a major role within their team. They are:

- **(R) Responsible:** *Pick at least 1-2 people.*
  Who leads the team? They lead efforts in the team and their Slack channel, through completing tasks and / overseeing the efforts of others. This includes:
    - Leading the team.
    - Working towards the completion of tasks.
    - Giving tasks to other team members.
    - Making sure people complete tasks in a timely manner.
- **(A) Accountable:** *Pick 1 person.*
  Who checks over tasks for issues once they are done?
  Team members should submit all work to their team’s **(A) Accountable** person before finalising it. They make sure all work produced by a team / channel meets quality standards.

- **(S) Supported:** *Pick 1 - 5 people who have knowledge of the team's focus area.*
  Who can assist other team members with tasks?
  They are people who can provide resources and expertise.

- **(C) Consulted:** *Pick people that can provide feedback or discussion within a team.*
  Who do we need to give feedback or discussion?
  They advise the team, helping provide new ideas, and alerting team members to any issues.

- **(I) Informed:** *Pick people or teams who need to know what is happening in the team.*
  Who needs to know about what is happening within a team?
  They rely on information or tasks being completed in a team, to make progress in their own teams.

## Introductions:

As the host of the event, your role will be to make sure everyone understands what the meeting is for, and that everyone is ready to listen/contribute.

To this end, you should start by:

- Welcoming everyone to the meeting.
- Stating the name of the meeting and the date (for later reference).
- Explaining what the meeting is for, and what you want everyone to do (listen? discuss ideas? brainstorm?).
- Giving them a rough idea of what will be discussed, and any presentations, discussions, or anything else that will happen.

If there are new people in the meeting, ask everyone to spend 20-30 seconds introducing themselves.

Start by introducing yourself, then ask another person to state the following, and pass this along until everyone has introduced themselves:

- Their name
- Their location
- Their role (and how long with THRIVE, if they are not new)
- A piece of information about them, such as:
  - Their specific expertise
  - An interesting fact about them
  - Why they joined THRIVE, and how they how to benefit the organisation
- Ask another person to introduce themselves.

After this, you should start the presentations/discussions. Instructions on how to run presentations and discussions are in the below sections.

## Presentations:

If you want to share information with others, you can present a presentation by sharing your screen in the meeting program, and placing your presentation in full screen.

For many presentations, such as in Research Meetings, we often turn them into YouTube videos - following these instructions will ensure the highest-quality recordings.

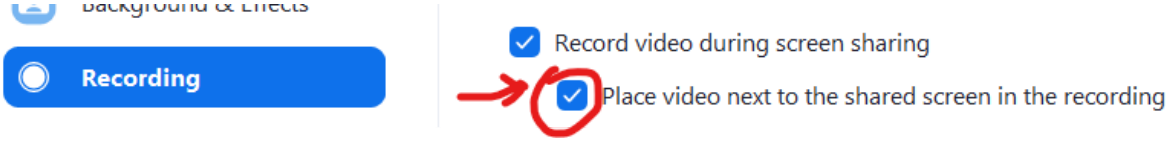
**When making your slides:** Make sure your slides are in widescreen (16x9 aspect ratio). Use the presentation template here: **https://wiki.strive2thrive.earth/templates/THRIVE%20PowerPoint%20Presentation%20Template.pptx**

**When presenting:**

1. Get all other participants to mute themselves, and *remain muted* until the presentation is over.
2. Turn on your video camera. *Make sure your face is fully visible* in the camera, and the background is as plain and unobtrusive as possible.
3. Share your screen. Instructions are in the "Running the Event" section above.
4. Make sure the presentation is shown as below (or as close to this as possible).




To facilitate this, right-click on the dropdown in the Video toggle, click settings, and go to: Recording > Place video next to the shared screen in the recording.




**NOTE:** In Zoom, the person sharing their screen cannot exit full-screen, so you will need to get someone else to record your presentation, or video feeds will overwrite parts of your slides.

5. (In Zoom only) Get the person recording the presentation to exit Full Screen mode by:
   - Moving the mouse to the top of the screen.
   - Clicking the menu that appears.
   - Unclicking “Show Full Screen”.

   Once done, get them to select “Speaker View”, by clicking the “view” button in the top-right of the screen, so only the speaker’s video feed (and the presentation) is visible.

   a. If you are getting others to ask questions during or after the presentation, get the recording person to select “Gallery View” when questions are being asked. Otherwise, use “Speaker View”.

6. Speak clearly and confidently. Minimise “um” “ah” or other vocalisations.

## Encouraging Discussion:

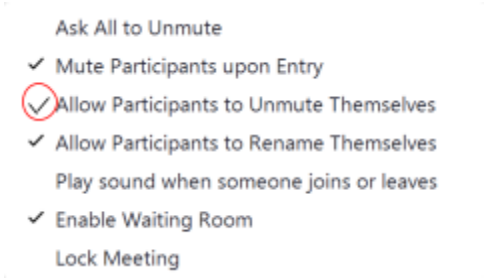
This works best for discussion and/or idea generation meetings.

When you want people to contribute, you need to make sure everyone is comfortable and feels able to say their thoughts without being judged. You can do this by:

- Asking open-ended questions (not yes/no questions).
- Asking other people for their thoughts on a topic.
- Expressing as little judgement on ideas as possible.
  Instead, make suggestions on how they can be made better.
  *Even bad ideas can lead to good ones.*

If you want people to be able to discuss **on Zoom, make sure that “Allow Participants to Unmute Themselves” is ticked.**

On Google Meets, you can simply ask everyone to unmute themselves.




**Icebreakers: Getting people comfortable:**

Icebreaker activities are useful for when people don't know each other, or if you want them to feel comfortable before discussing their thoughts and opinions about a topic.

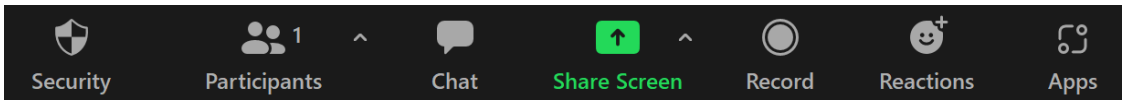
There are many examples of icebreakers, however, make sure they take no more than 5-7 minutes. Some examples of good icebreakers can be found here: https://www.rhythmsystems.com/blog/the-best-icebreakers-to-energize-your-virtual-meetings

## Ideation: Creating ideas

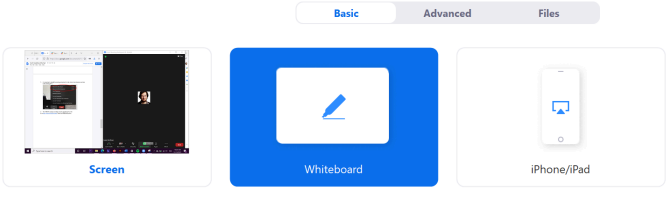
You can create a whiteboard in Zoom or Google Meet. This is a good place for people to draw or write down their ideas.

**To create this in Zoom:**

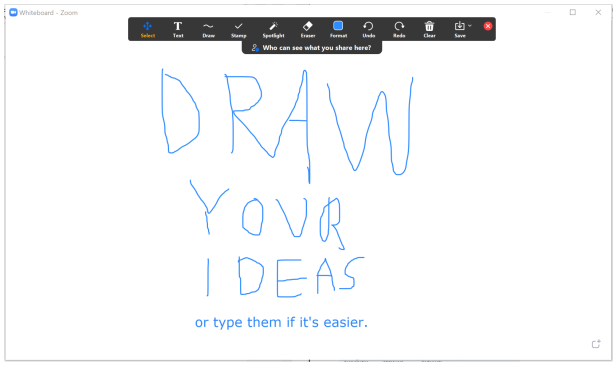
1. Click the "Share Screen" button.
   NOTE: *Only one person can share their screen* at a time. **If there are two or more presentations, ask them to get theirs ready to share.**




2. Select "Whiteboard" from the list of windows.

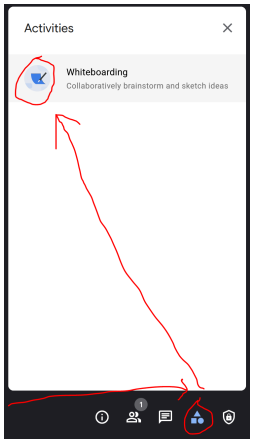



3. A whiteboard should appear. Draw or write as desired, but don't forget to click "Save" when you are done to keep the whiteboard.




**On Google Meet:**

Click the shape icons on the right side of the screen, then click the “Whiteboarding” option that appears. If it doesn’t appear for you, ask the meeting host to do this.




To create ideas effectively, type the topic in the centre and encourage discussion.

You can encourage discussion by asking *open-ended questions*, such as “What does this mean to you?” or “How could we apply this in people’s lives?”. Alternatively, you can use activities to start discussion.

**Starting communication through Activities:**

Idea-generating activities can create discussion.

These can make it easier for people who struggle to communicate their thoughts. If everyone can share their opinions, your discussion/idea generation meetings will be more successful.

**Discussion drawings:**

One example involves getting people to draw ideas based on a series of open-ended prompts.

For this, each person should have a pencil and a piece of paper.

There should be 2-3 prompts to encourage idea creation, such as:

- What does this topic mean to you?
- What is the most important thing about this topic?
- Draw a problem relating to the topic, and a way that it could be solved.

If you do this, make sure you ask people to show what they have drawn, and explain it in detail.

**Other examples of activities can be seen here:**
https://www.wework.com/ideas/professional-development/creativity-culture/effective-brainstorming-techniques

## Coordinating Others to Complete Tasks:

Meetings are also opportunities to give others tasks to work on. To do this:

- Discuss a task that needs to be done.
- Ask someone in the meeting if they can do it (ideally someone you know who has the skillset). This, over asking the meeting group, makes it more likely that someone will agree to do the task.
- If they decline, pass it to another person in the meeting.
- If they accept, ask them if they can do it by a certain deadline (usually the next meeting, though some tasks may need longer). Discuss it with them so they can do it to the best of their ability.

You may also do this by sending a private message to someone in Slack.

If you don't know someone's skillset, feel free to ask them.
Or if you are uncomfortable with passing work onto others, feel free to ask the meeting group.

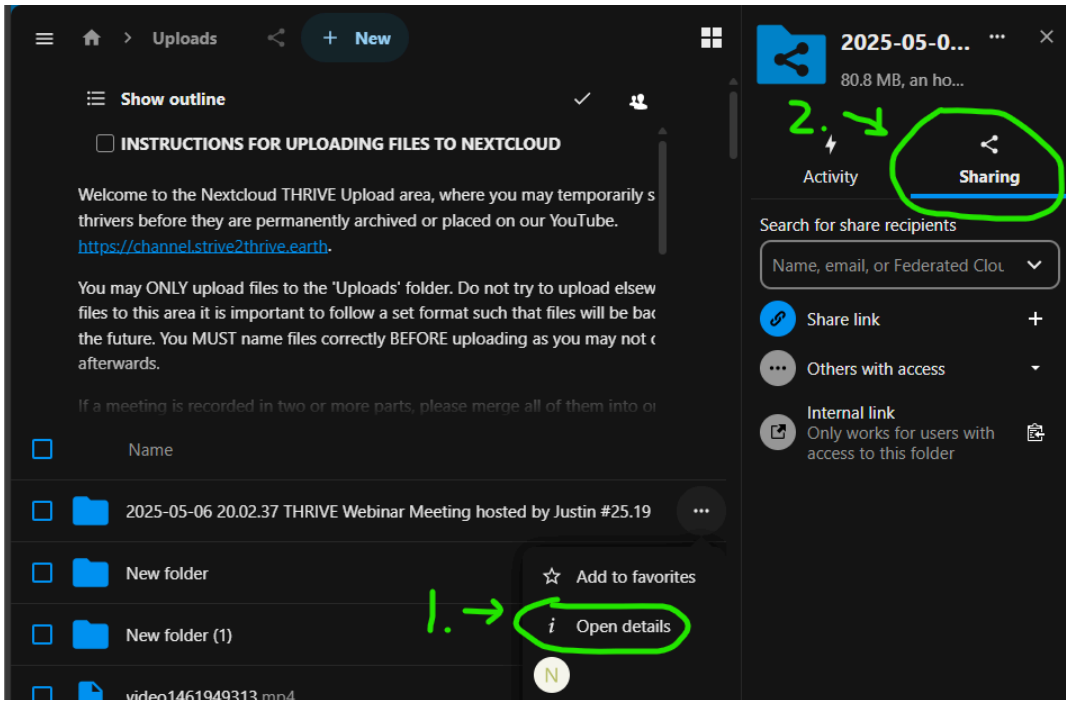
## Ending the event - Meeting Minutes and Next Action Steps:

When you end the event, thank everyone for attending, and take a few minutes to discuss when to meet next time (if needed).

Type notes about what you discussed in the meeting, and post to the event you created in the #events Slack channel. In a reply to your event, a button will appear, labelled "Next Action Steps". In the form that appears, write down:

- Who attended (tagging everyone who attended with @firstname)
- Who organised the meeting.
- A link to the meeting recording in NextCloud. To get the link, do the following:

- Go to where you uploaded your meeting in NextCloud. Hove your mouse over the file, and click the dots menu to the right of the file name.
- Then, click “Open details”, followed by “Sharing” in the tab that appears on the right.
- After this, click the + symbol to the right of “Share Link”. This link will be copied to your device, and you may paste it in your meeting minutes or anywhere else - this can be accessed without a NextCloud account.
- If you need to copy the link again, you may click the clipboard symbol next to “Share Link”.




**Next action steps** - Under the “Next Action Steps” field, write down:

- The **most important things** discussed during the meeting.
- Tasks that people need to do, including:
  - **Who** will do it? (tag people who agreed to do the task with @firstname)
  - **What** they need to do.
  - **When** it must be done by.
    - If there are more than 10 items, list only the most important ones.
    - Keep each item as short as possible.
    - A few days before the deadline, send a message asking them about their progress.
- Write down when (time, date and timezone) the next event is, and who is hosting it.

- A link to the meeting recording, once uploaded to NextCloud.
- (optional) Thank the participants for attending.

One way you could do this is as follows.

> **Notes for Research Meeting on 25/4:**
>
> **Attended:** @name1, @name2, @name3
>
> **Organised by:** @name1
>
> **We discussed:**
>
> 1. Go into details about what you discussed.
> 2. Go into details about what you discussed.
> 3. Go into details about what you discussed.
>
> **Next Action Steps:**
>
> - WHO: @name1
> - WHAT: (describe the task they need to do)
> - WHEN: (date)
>
> - WHO: @name1
> - WHAT: (describe the task they need to do)
> - WHEN: (date)

**If no one joined your meeting, write minutes anyway** - in this case, list all items in the meeting minutes, and add your thoughts on each item. Ask the channel to contribute their thoughts as a reply to this post.

To get someone to host, **ask someone to host the next event** during the current event, or you may run a poll to this end. Instructions on how to do this are here: https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings

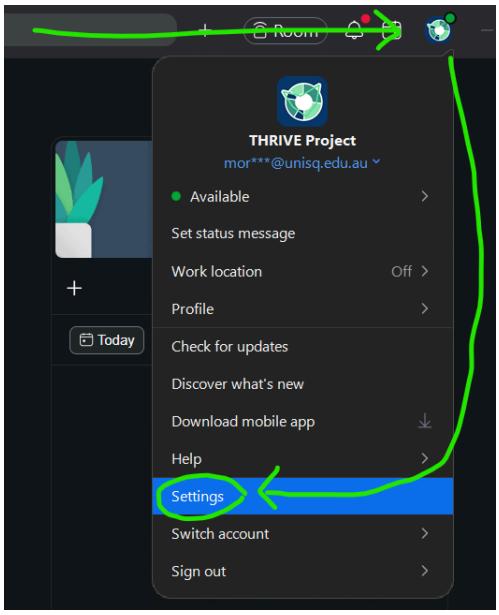
The next event must be posted at least **5 days prior** to the event date.

# After the event:

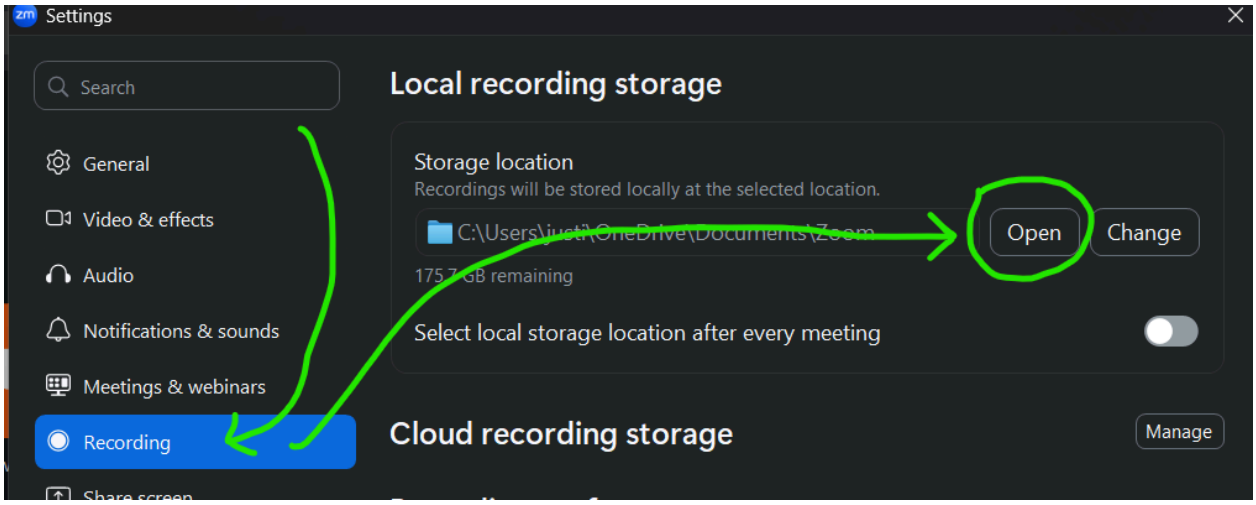
Once everyone agrees on a time, create a new event in Slack (see this link for details).

You will need to prepare your recording to be edited. If you have no recording, skip these steps. To do this:

1. Wait until Zoom finishes processing the recording.
2. Open up the folder where Zoom saves your recordings. You can find this by opening Zoom (but not starting a meeting), clicking your profile picture and clicking the Settings menu.




After this, click “Recording”, then “Open”.



3. Open up ClipChamp (Windows) or iMovie (Mac) and remove footage where nothing is happening from the start and end of the recording. Save this over your recording file.
    a. Also, If your meeting was recorded in two or more parts, please merge all of them into one single file before uploading to NextCloud's Uploads folder.

       You can do this through either of these programs:

       - ClipChamp (Windows).
       - iMovie (Mac).
       - Use this only if you can't use the others: Adobe Express (web-based - this tends to make very large files).

4. Meeting files should be around 200 - 300 MB for each hour that the recording goes for. 500MB per hour is the maximum a file should be.

   If your meeting takes up more space than this, please compress the recording file.

   We recommend using this web program: https://www.freeconvert.com/video-compressor

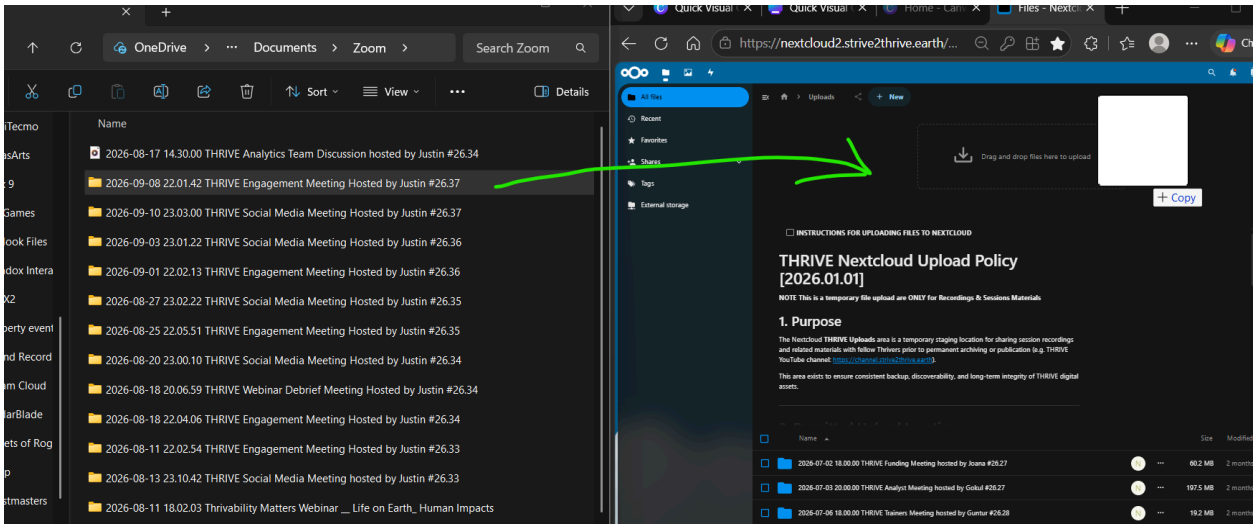
Or you may use the programs below:

- ClipChamp (Windows).
- iMovie (Mac).

5. Place all relevant files (such as presentation slides) in a folder, and name the folder like this: **yyyy-mm-dd hh.mm.ss THRIVE (meeting_name) hosted by (thriver_name) #yy.ww**

    a. For example: **2022-08-06 18.00.00 THRIVE Engagement Meeting hosted by Someone #22.33**

6. Upload the folder with the Zoom recording to NextCloud's Uploads folder.
   **Drag them into the browser window**, or click New > Upload files.
   *Do not create a new folder or file*, as you will not be able to rename it.




You can access it using the Guest login details here:
https://wiki3.strive2thrive.earth/storage/

   a. **NOTE:** Guests can only add files to the "Uploads" folder. Please make sure to name files correctly, as you cannot edit or remove files once added.

# Hints and Tips for Effective Meets:

Quick tips for those promoting meets to ensure great participation and a good overall experience.

1. **Promote early and often.**
   Remind the channel frequently as you approach the event date. You may even directly pm key attendees.
   Be careful with times, best to use military notation (1500 instead of 3pm).
   To see a quick list of all events, type "/events list" in this channel. Full details in the Event Guidelines (internal) accessible from the wiki.

2. If you want people to attend, **send each person a private message** on Slack with details about your event.
   People may miss your event, as not everyone checks channel pages.

3. **Promote in #events, and all relevant channels.**
   This can include #general if needed.
   Avoid overlapping your meeting with other meets, and be conscious of the time zones applicable to those you wish will attend. Remind people often, especially a few days, and a few hours before the event takes place.

4. Meets may be updated often, **add details such as host, presenter, topic, agenda, and links as these become available.**
   Share any materials relevant to a meet ahead of time and provide clear instructions on what is required of those attending at the meet.
   Meets should serve a direct purpose such as brainstorming, planning, training, sharing, or for decision making. Avoid showing up ill prepared.

5. **Record the meet and stick to the allotted time.**
   **Write notes on what people discuss / agree on in the meeting.**
   Upload the recording to the most relevant Slack channel once the meet is over, and share brief notes in the corresponding channel (This helps those who cannot attend to know quickly what was the outcome and provide direct link to the recording, if necessary).

6. **Encourage people to RSVP (whether attending or not) with the event link.**
   Record attendance and any items that need to be dealt with.
   Including this in the body of your event reminding folks to RSVP is useful.
   This is important for event host as it has implications on if and how they may record the event or not.

7. **Set the next meet up soon after the current meeting ends.**
   While Slack can create repeating events, changing details will stop the event from recurring. So make the next meeting once the meeting ends.

8. **Make a consistent time to meet, and that everyone agrees with meeting then.** Before concluding a meet please ensure that everyone is aware of, and in agreeance with the next scheduled time for the next meet. In some instance the date/time may be adjusted to accommodate those participating. However, be sure to stick to a regular schedule.

9. **As long as at least two thrivers have RSVP then a meet should go ahead**. Do not cancel meets just because a certain thriver cannot make it. If you cannot make it, and want your input or opinion counted, then share your thoughts ahead of time. As they say, the show must go on. If relevant and worthwhile, have someone act as your proxy at the meet.

# Research Meetings

1. **Follow the roster** for the fortnightly meeting schedule, hosts and presenters and modify the roster to add new members/remove members who are not continuing with THRIVE.

2. **Prepare the agenda** Include the names of hosts, presenters and their discussion topics, and required time for introduction, general discussion and conclusion.

3. **Create a Zoom meeting** using a Zoom account.

   Please see page 5 of the Internal Event Guidelines **(click this link here)** for instructions on how to set up a meeting, record and upload it.

4. **Create an event listing** and post it in the relevant Slack channels and in #events

   The event agenda should be included in the event post description.
   This agenda should include:
   - The meeting name
   - Meeting time and date
   - All items in the agenda including presenters and their topics.
   - Names of hosts and RASCI.

   Please see page 8 of the Internal Event Guidelines **(click this link here)** for instructions on how to use Eventbot in Slack in organising events.

5. **Remind the channel about the event** once a day over the coming few days until the event. You should also individually invite THRIVE members to the meeting by availing the Invite option (in the event settings).

6. Promote in multiple relevant channels, including at #events and in #general (if applicable). Avoid overlapping with other meets, and be aware of the timezones of the people you wish to invite.

7. **Share any materials relevant to the meet** ahead of time and provide clear instructions on what is required of those attending.

   Meets should serve a direct purpose such as brainstorming, planning, training, sharing, or for decision making. Avoid showing up ill prepared.

8. **The facilitator should encourage thrivers to RSVP** (whether attending or not), record attendance, and any action items, and set the next meet soon after the first is over.

9. **The facilitator should invite the hosts and presenters** of the next research meeting to the #research-coordination Slack Channel.
   Do this 2 weeks before the next research meeting.

10. **The facilitator should contact the presenters and hosts** personally after adding them to the channel to remind them of their schedule for the next meeting. Afterwards, all communications should be done through the #research-coordination channel.

11. **The facilitator should provide the presentation template** to the hosts and presenters, remind the presenters of their time duration and discuss the agenda with the primary host.

12. **The facilitator can also set up a poll** (through Zoom or afterwards in Slack). This poll should have questions on: the usefulness of the presentations, preferable topics for future presentations etc. The facilitator can also use the poll to ask the audience about the timing or date of research meetings if needed.

13. **The facilitator should post the names of attendees** for each research meeting and add this to the scheduler along with the NAS

14. **The facilitator should send a message in Zoom chat** asking everyone to keep themselves muted unless they need to speak.

15. **The facilitator should collect the presentations from the presenters,** then create a folder with them and the meeting recording, using the naming convention “Year-Month-Date Time Thrive Research Meeting hosted by xxx”.

16. **The folder should be uploaded to Uploads on NextCloud**. Instructions on how to do this are on page 18 of the Internal Event Guidelines **(click this link here)**

17. **Any new facilitator is encouraged to go through the previous recorded meetings** to get an idea of how to conduct research meetings.
18. **Any meeting held among the team of facilitators should be recorded** and uploaded to Nextcloud where deemed necessary.
19. **Important team meeting discussions should be written** and shared in the Scheduler NAS as meeting minutes.

## Role of the Host

1. The host must prepare slides for hosting the meet - one to introduce the event, and another for the agenda. Use this template to create the presentation.
2. At the start of the meeting, the host should welcome new members and allow them to introduce by themselves.

   Ask them about their qualifications, background and interests with working at THRIVE. This informs their subject area and who they may collaborate with. Some of those in the #webinar and #podcast team will be there to seek suitable thrivers based on abilities, though if you find someone who can create video content, please direct them to those teams through a Slack message).
3. The host should briefly introduce what THRIVE does and the purpose of research meets.
4. The host should introduce the presenters and invite them to do their presentations. After the presentations the host should facilitate the Q&A session. This involves prompting others to ask questions to the presenters.
5. The host should initiate general discussion. This may include some polls running by the facilitator, giving some notice.
6. The host should invite the co-host to do announcements if available, such as announcing the THRIVE member of the month award.
7. The host should make concluding remarks informing next research meeting date, host and presenter (Please see the research meet roster here https://docs.google.com/spreadsheets/d/1UFHU6qG0B9Etnf7oIVVpa8qhmg2kG_bRILUYLvCGzgY/edit?gid=259715508#gid=259715508

   Encourage participants to watch/participate in any upcoming #webinar, #newsletter, and #podcast (details can be found in their Slack channels), and

send any recommendations to the #researchers Slack Channel for speakers, such as known VIPs, lecturers, professors, etc

8. Also encourage researchers to register their interest to present in future meetings. Get them to pick a slot in the below spreadsheet:

   https://docs.google.com/spreadsheets/d/1UFHU6qG0B9Etnf7oIVVpa8qhmg2kG_bRILUYLvCGzgY/edit?gid=259715508#gid=259715508

   Then, ask people to select a suitable time and post it to the #research channel.

## Role of Researchers in Meetings

Researchers should aim to present a presentation every three months. This can be about anything, whether new discoveries, interesting articles or findings, or even just providing a groundwork for your field.

These meetings are a great platform to present your expertise to other researchers, and even find opportunities to work with others in THRIVE.

To this end, if you are interested in presenting, please pick an open slot in the below spreadsheet - if none are available, let the #researchers Slack channel know:

https://docs.google.com/spreadsheets/d/1UFHU6qG0B9Etnf7oIVVpa8qhmg2kG_bRILUYLvCGzgY/edit?gid=259715508#gid=259715508

Then, ask them to select a suitable time and slot, and post this information to the #researchers channel, asking the person responsible for editing the spreadsheet to add their details.

Once someone does this, please let the person responsible for editing the spreadsheet know, so your details can be added to it.
If this is not known, let the #researchers channel know.

# Version Control Information

Note: Formatting/text changes = Minor changes as per M_TP_GUI_025

| Updated by: (@name) | Version Number | Update Description | Reason | Date (as dd/mm/yyyy) |
|---|---|---|---|---|
| | | | | |
| **@Justin** | **v1.0** | First version of the guide | Guidelines for conducting internal events | **12/12/2021** |
| **@Justin** | **v1.1** | Formatting changes | n/a | **21/02/22** |
| **@Justin** | **v1.2** | Added more information | To better explain the process | **12/03/2022** |
| **@Justin** | **v1.3** | Formatting/ text changes | n/a | **07/06/2022** |
| **@Justin** | **v1.4** | Formatting/ text changes | n/a | **21/07/2022** |
| **@Justin** | **v1.5** | Added more information | To better explain the process | **19/09/2022** |
| **@Justin** | **v1.6** | Formatting changes | n/a | **29/10/2022** |
| **@Justin** | **v1.7** | Formatting/ Text changes | n/a | **01/12/2022** |
| **@Justin** | **v1.8** | Added more information | To better explain the process | **16/01/2023** |
| **@Justin** | **v1.9** | Formatting changes | n/a | **16/03/2023** |
| **@Justin** | **v2.0** | Added new information | Consistency with changes in the process | **12/04/2023** |
| **@Justin** | **v2.1** | Formatting changes | n/a | **28/10/2023** |

| | | | | |
|---|---|---|---|---|
| **@Justin** | **v2.2** | Formatting/text changes | n/a | **27/05/2024** |
| **@Thandie** | **v2.3** | Added Resources and Version Control tabs | Consistency with updated document template | **05/07/2024** |
| **@Justin** | **v2.4** | Updated information on RACI method and Next Action Steps. | Existing information was outdated. | **2/11/2024** |
| **@Clang** | **v2.5** | Updated meeting invite format, weekly agenda and NAS | Consistency with changes in the process | **2/23/2025** |
| **@Justin** | **v2.5.1** | Update to NextCloud upload processes | Missing information. | **2/6/2025** |
| **@Justin** | **v2.6** | Added information about meeting edge cases (i.e, no attendees, no discussion topics) | Clarification spawned by THRIVER enquiry. | **10/6/2025** |
| **@Justin** | **v2.6.1** | Added information about programs that can be used to merge / compress files. | Clarification spawned by THRIVER issue. | **23/6/2025** |
| **@Mike** | **v2.6.2** | Added info on research Meetings from Research Meeting Doc | To consolidate documents so no overlap | **06/11/2025** |
| **@Justin** | **v2.7** | Updated information about running meetings, and added checklist. | Updated information, and need for increased clarification. | **08/11/2025** |
| **@Justin** | **v2.8** | Updated information about recording and uploading | Zoom interface has changed | **15/09/2026** |