

# MEETING GROUND RULES

## GENERAL

- Everyone in the room is equal.
- Respect one another.
- Avoid overly scientific language and explain key terms
- No question is a silly question – if you're thinking it, someone else probably is too.
- Take as many breaks as you need to. If you're leaving, please let a member of staff know so that we're not worried.
- All sensitive information will remain confidential. No one is expected to disclose anything that they do not want to.

## ZOOM-SPECIFIC

- Please accurately name yourself in the waiting room (first name is fine).
- Unless otherwise agreed, your camera must be switched on for the full duration of the meeting, especially when the meeting starts. It is ok to take breaks and switch it off occasionally, but please let us know if you are doing this.
- Be wary of background noise; please mute your microphone if not in use.
- Privacy: please either find a private space or wear headphones when in a call with us.
- Please do not record or take screenshots during the meeting. McPin staff may ask to record the meeting but this will always be optional, and any recording will be deleted after the notes have been written.
- Contribute in the way that you feel most comfortable. Use the 'chat' option to type responses if you would prefer. The chat will be saved so even if points don't get raised, they will still be accounted for.
- You can use the private chat function to message the chair if you would like to raise a point to add to the notes or for them to bring into the discussion, or if you have any concerns.
- Please do not use the private chat feature to contact group members (other than staff). If you receive an unwanted private message from another group member, please contact the responsible McPin member of staff.
- You can use the raise your hand feature (or actually raise your hand) to speak/vote.