MOSG Meeting Operations Checklist

Definitions:
Host: Person in charge of moderating the meeting and maintaining the meeting email lists (Kevin G on Tuesday, Daniel W on Saturday)
Co-host: MOSG veterans helping mute participants during normal operations and bouncing ZoomBombers during an attack
Lead: Person responsible for introducing the reading and topic and reading/following the meeting format (Different person each week)

Host responsibilities before the meeting:
- o Send an email to the meeting mailing list including the link to the meeting and the new "ZoomBombing Response" language below
- o Designate/confirm 2 co-hosts for the week.
- o Review R&Rs for the host and cohosts and be clear who is doing what
- o Email/call the Lead for that meeting to get them prepared
- o Conduct rehearsal/drills/trainings with any new hosts/co-hosts as necessary

Host responsibilities during the meeting (Normal Operations):
- o Host and co-hosts MUST log on 10 min early to test their control
- o Open group text with the co-hosts to allow off-line communications
- o Confirm chat feature settings set to Host only
- o Leave mute controls off (unless we are attacked)
- o Read "Zoombombing Response" language below
- o Hand off meeting to the Lead who will read/follow the format

Host responsibilities during an attack:
- o Click "Mute All"
- o Disable/un-check "Allow participants to unmute themselves"
- o Lock the meeting
- o Ask for calm and patience while we disable the attack.
- o Remind folks not to engage with the attackers.
- o Reiterate instructions on how to "raise hand" during the meeting
- o Hand the meeting back to the Lead
- o Selectively unmute folks when it is their turn to share.
- o Coordinate response with Co-hosts via group text

Co-Host responsibilities during the meeting (Normal Operations):
- o Help monitor and mute attendees with background noise
- o Assist the host with technical issues as necessary

Co-Host responsibilities during an attack:
- o Begin finding and removing Bombers
- o Assist the host with technical issues as necessary
- o Coordinate response with other Co-hosts and Host via group text

ZoomBombing Response language for pre meeting email

Hi everyone, in preparation for this week's meeting we want to let you know that our meeting was attacked by "ZoomBombers" recently. This was a stressful and unsettling event but we were able to regain control of the meeting quickly and disable the attack. We expect to be attacked again and are prepared to respond quickly to keep control of the meeting. Here are some important things for you to know in advance of the meeting:

1. If we are attacked, please remain calm and above all do not engage with the attackers. It may take us a moment to remove the offending people. Do not log off!
2. When an attack begins we will have to lock the meeting which means no new people will be able to log onto the meeting. We have to do this to remove the attackers and prevent them from bouncing back in.
3. Do you best to arrive to the meeting on-time/early to avoid getting locked out. Also do not leave the meeting during the attack if at all possible. You may not be able to get back in.
4. To maintain order, we will mute the entire group and prevent people from unmuting themselves. We will then selectively unmute people when it is their turn to share. When you are ready to share please "raise your hand" using the Participant feature on the bottom of your Zoom screen. We will describe how to do this at the start of the meeting.
5. If you are dialing into the meeting from your phone you are not able to "raise your hand". This may make it difficult for us to have you share during the meeting. We will try and find a remedy for this but do not have one at this time
6. Since the attackers are not members of AA please consider removing your last name from your screen name. You can edit your screen name before you log in.

Thank you for your patience and grace. We are praying for our attackers and want to make sure our meetings are available to anyone who needs them

ZoomBombing Response language for start of the meeting (Host reads before handing the meeting to the lead)

Hi everyone, as we start this meeting we want to let you know that this meeting was attacked by "ZoomBombers" recently. This was a stressful and unsettling event but we were able to regain control of the meeting quickly and disable the attack. We expect to be attacked again and are prepared to respond quickly and keep control of the meeting. Here are some important things for you to know:

1. If we are attacked, please remain calm and above all do not engage with the attackers. It may take us a moment to remove the offending people. Do not log off!
2. If an attack begins we will have to lock the meeting which means no new people will be able to log onto this meeting. We have to do this to remove the attackers and prevent them from bouncing back in.
3. If we have to lock the meeting, please avoid logging off if at all possible as you may not be able to get back in. Consider walking away from your computer or phone for a moment if you need to. We can disable the attack but it might take us a couple of minutes.
4. To maintain order, we will mute the entire group and prevent you from unmuting yourself. We will then selectively unmute people when it is their turn to share. When you are ready to share please "raise your hand" using the "Participant" feature on the bottom of your Zoom screen. Please try and find this feature now. On your laptop, select the participant button at the bottom of your screen and it will display the "Raise Hand" button. On a mobile device, select the "More" button at the bottom of your screen to find the Raise Hand feature. That way we will know you want to share and will unmute you when it is your turn.
5. If you are dialing in from your phone you are not able to "raise your hand". This may make it difficult for us to allow you to share during the meeting. We will try and find a remedy for this but do not have one at this time

Thank you for your patience and grace. We are praying for our attackers and want to make sure our meetings are available to anyone who needs them