Community Meetings & Calendar

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Akraino Group Calendars

Group calendars are managed within Akraino Groups.io mail lists with each sub-group (mail list) having a unique calendar. Meeting invites from these group calendars are sent to the applicable sub-group mail list. In order to see the various group calendars you must:

- Be logged into Akraino Groups.io
- Be subscribed to the sub-group mail list you're interested in
- Thereafter, you will see all the calendars for the sub-groups you subscribe to under your Akraino Groups Calendar page in Groups.io

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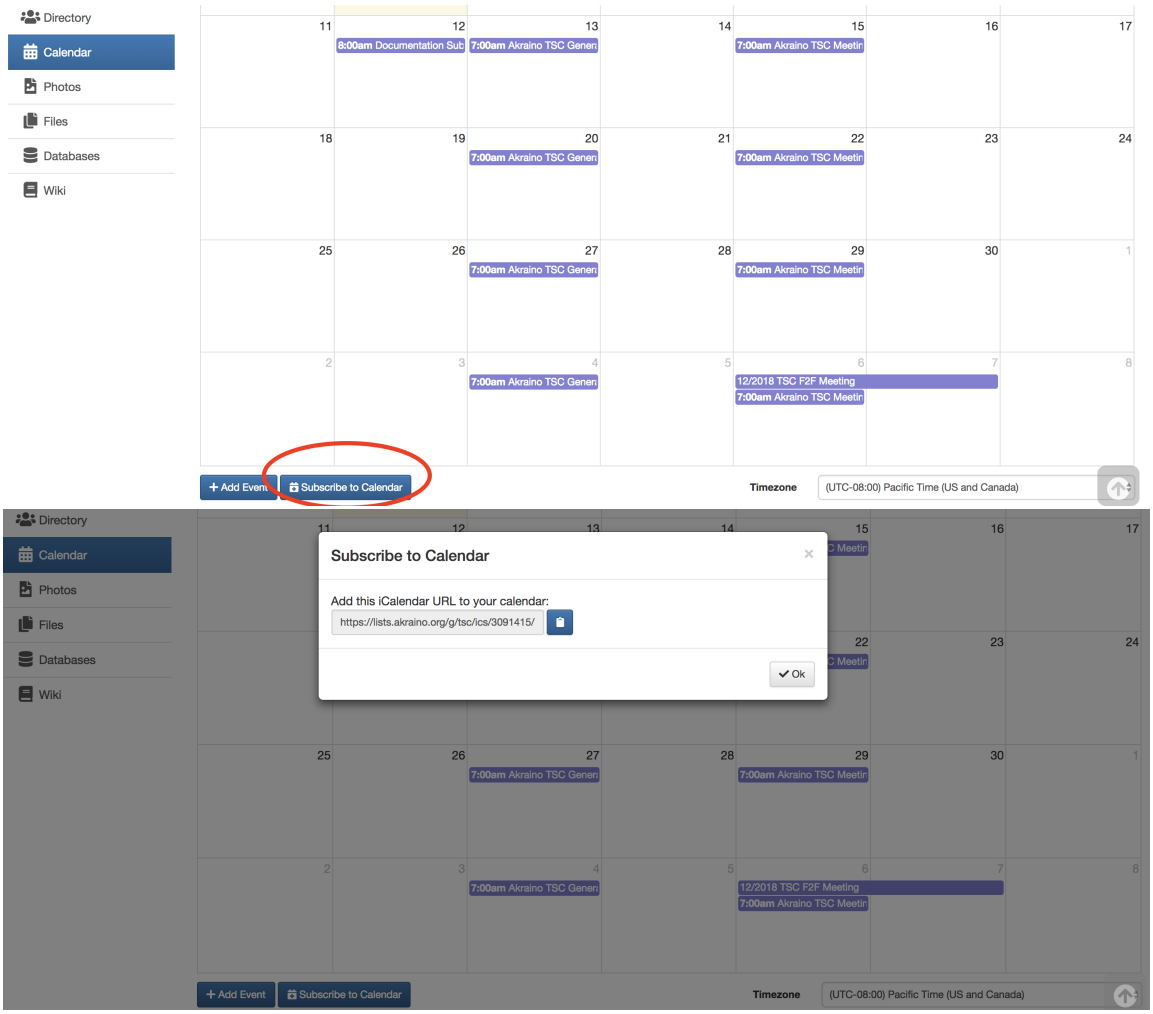
Subscribing to the Akraino Group Calendars

You can directly subscribe to the Akraino Group Calendars to stay in sync with meetings and events. There is one preferred option available, which requires that you be logged into your account using your LFID to sign-in.

- **Option 1 - RECOMMENDED:** You can subscribe within Akraino Groups Calendar in Groups.io for all the sub-groups you belong to or individually by sub-group calendar
    - Scroll down below the calendar itself
    - Click on the "Subscribe to Calendar" button
    - Copy the iCal link from the pop up
    - Add it as a subscribed calendar to your preferred mail tool



Zoom Bridge Overview

The LF currently provides 2 general use Zoom meeting accounts for the Akraino community. Additional Zoom meeting accounts can be requested for the project as the project scales. These shared Zoom accounts are administered by the LF team, but usage is ultimately managed by the Akraino community. Please carefully review the following:

- Wherever and whenever possible Zoom meeting bridges will be distributed across the different Akraino accounts with buffers on either side of the scheduled meeting to avoid conflicts
- **IF YOU ARE A HOST PLEASE LOG OFF OF THAT ZOOM HOST ACCOUNT WHEN YOUR MEETING IS OVER**
- Meeting IDs are good for a specific day and time-slot only
- DO NOT use an assigned meeting bridge to start a meeting at a different date or time, otherwise you will cause conflicts for other scheduled meetings
- DO NOT log into a different meeting using the same Host account, otherwise you will cause conflicts for other scheduled meetings

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Zoom Bridge Errors

- **If you receive the error, "The meeting host is attending another meeting" or similar message:**
    - A previous meeting using that Host account is still in progress and did not end as scheduled
    - The Host forgot to end the Zoom session and someone is still connected to the bridge
    - Someone has used that Host account to start a meeting outside of the assigned time-slot
    - Someone is using that Host account to attend another Host's meeting in progress
- **If you cannot get into your meeting because the host Zoom account is in use:**

- Send an email to meeting-hosts@lists.akraino.org indicating thttps://icalendar.org/validator.html#resultshat you are having an issue with a specific meeting Host
- The email will be distributed to the complete list of alternate hosts that have Host privileges for Akraino Zoom accounts/bridges
- The LF is not responsible for intervening or setting up an emergency bridge in the event of an Akraino Zoom bridge conflict, however will assist if when possible

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Requesting / Changing / Canceling a Meeting

Those with prior approval for Alternate Meeting Hosts & Recordings (see below) AND Scheduling/Managing Meetings in Groups Calendars (see below) do not need to follow this process.

For all others, to request a new meeting to be set up or change/cancel an existing meeting:

- A ticket must be created by emailing meeting-requests@lists.akraino.org with the following information included as applicable:
  - Meeting Name
  - Day/Date
  - Time & Timezone
  - Duration for Meeting
  - Recurring or One-Time Bridge Requiredhttps://icalendar.org/validator.html#results
  - Alternate Meeting Host & Recording Privileges Required (Important: Read more about this item below)
  - Any additional comments you believe are relevant to your request

Note: A minimum of 2 business days lead time is required to review and complete requests.

Scheduling/Managing Meetings in Group Calendars

The LF can set up individuals from the community with privileges to schedule and manage meetings in the Akraino Group Calendars (via the applicable Groups.io sub-group) provided the following criteria is met.

Group Calendars Meeting Management Privileges Requirements:

- Privileges are only granted to Chairs/Co-Chairs for Akraino TSC and Sub-Committees, PTLs, or Community Coordinators
- You must be the designated with the role above on the applicable group Wiki page
- You must request privileges by emailing meeting-requests@lists.akraino.org and include the applicable Akraino Groups.io sub-group you'll be coordinating the meeting within
- Once approved you will be added as a moderator for the applicable Akraino Groups.io sub-group with permissions to add/update/cancel/delete meetings

After you have been granted Group Meeting Management Privileges, to create/update a meeting follow these steps:

- Visit the Akraino Group Calendar within the Akraino Groups.io instance.
- Scroll to the bottom of the group calendar, select Add Event, and choose the applicable sub-group you are trying to create a new meeting for (such as tsc@lists... or process@lists..., etc.). The sub-groups you belong to will be displayed along with those you have privileges for.
- Fill in the fields for:
  - *Event Name*, enter descriptive name for your meeting.
  - *Start and End Times*, enter the details noting the Timezone, selecting All Day if applicable.
  - *Event Repeats*, select if applicable, and enter the additional details.
  - *Location*, this will be the Akraino Zoom link (which you will need to have previously set up, see Alternate Meeting Host & Recording Privileges info below).
    - You must be very careful to not overlap Akraino Zoom account meetings, you can view all the meetings within the Akraino TSC Group Calendar section of the Wiki under the ALL Mail Lists section.
  - *Organizer Email*, this will be the sub-group mail list (such as tsc@lists... or process@lists..., etc.).
  - *Organizer Phone*, is optional.
  - *Event Color*, this will be the color noted for the Akraino Zoom account you are using for the meeting (such as Akraino Edge Stack 1 being purple in group calendar), color designations for each Akraino Zoom account are available here.
  - *Description*, this will be the relevant meeting details. It is recommend to enter the following:
    - Summary of the meeting purpose
    - Meeting lead name
    - Wiki page for reference
    - Full Zoom details
  - *Request RSVP*, select this item to ensure that guests can provide a response to your meeting (Will Attend, Will Not Attend, and Not Sure). This will also allow you to see the responses within the meeting invite.
    - Max Number of Attendees, can be left at 0, which means unlimited.
    - Additional Information Requested From Attendees, is optional (such as in person attendance vs via Zoom), this will be asked on the RSVP page.
    - Note To Send Attendees, is optional (such as a thank you for the RSVP and a pointer to a wiki page for more information).
  - *Reminders*, set this up for automatic email reminders to be sent to the applicable mail list regarding the meetings.
    - A 1 day before and 10 minutes before reminder is suggested as a standard, leave as Send As Normal Message.
  - *Notifications*, you must select Send Invite To Group in order for the invite to be sent to the applicable sub-group.
    - Leave Send Notice To Group When Event Happens unchecked as it is not a necessary notification in most cases.
  - *To Update a Meeting*, click on the event you are updating and select Edit Event and make the applicable changes.

        - Select Update Event to save the changes and ensure you choose the update to reflect on Only This Event or All Meetings as applicable.
        - The meeting update will be reflected in the meeting subscription with the next automatic update.
    - *To Cancel/Delete a Meeting*, click on the event you are updating and select Edit Event, scroll to the bottom of the Event and click on Delete Event.
        - You'll need to select either Only This Event or All Meetings as applicable here as well.
        - The meeting update will be reflected in the meeting subscription with the next automatic update.
- *Courtesy Email*, as a meeting lead it is a best practice to email the applicable sub-group with a note about any new meetings available, any meeting changes, or meeting cancellations.

Alternate Meeting Host & Recording Privileges

Recordings cannot occur unless someone registered as a the Zoom Host account is physically connected to the meeting using that account. The LF can set up individuals from the community with alternate-host credentials provided the following criteria is met.

Alternate Meeting Host & Recording Privileges Requirements:

- Privileges are only granted to TSC Members, Sub-Committee Chairs, PTLs, or Community Coordinators
- You must have and utilize a LastPass account (installing the LastPass extension to your browser after your account is set up)
- You must provide the email address associated with your LastPass account to the Linux Foundation by emailing meeting-requests@lists.akraino.org
- Recordings should be saved to the alternate-host's computer rather than to the cloud, see detailed instructions below
- The alternate-host has the responsibility for uploading the recordinghttps://icalendar.org/validator.html#results file to the applicable TSC Wiki page.
    - Effective February 1, 2019 files under 1.5GB can be uploaded directly to the TSC Wiki.
    - Files larger than 1.5GB will need to be uploaded to the shared TSC Meeting Drive, and linked back to the applicable TSC Wiki page. (Note: This is an evolving model and updates will follow with a solution that better accommodates those with Google access issues)
- The alternate-host must review and understand the Zoom Overview and Zoom Bridge Errors information outlined above

All approved alternate-hosts will be added to the meeting-hosts@lists.akraino.org mail list for meeting troubleshooting and questions (see above).

Step-by-Step Guide for Recording Meetings

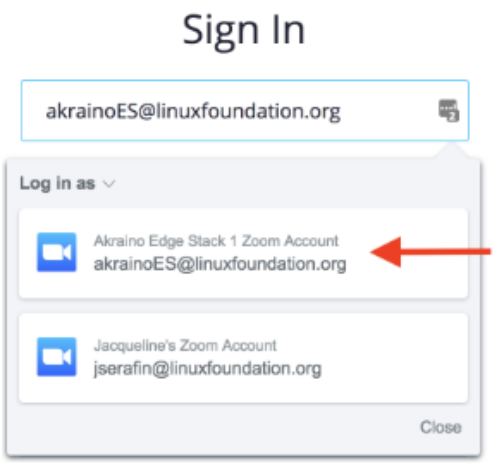
First Time Only:

1. Open your LastPass account in your browser, and choose open my vault
2. On the left lower part, press the icon with two people
3. Choose "Manage Shared Folders" and approve the one from Akraino
4. The account's login will be add to your LastPass and you will be able to choose from it when logging into into the Akraino Zoom account

Login:

1. Go to https://zoom.us/signin to sign in using the LastPass information associated with your Akraino Zoom meeting account, press the marked part to choose from available accounts/passwords:

2. Select the Akraino Zoom account corresponding to the meeting you want to record and log in using it, the credentials will auto populate:



3. Choose "Meetings" from the menu on the left
4. Find your meeting on the list (usually the top one) and click the "Start" button to launch your meeting
5. After the meeting has started click the "Record" button located at the bottom of the Zoom window OR if someone is screen sharing the recording option will be found under the "More" section of the Zoom menu bar
6. Select "Record to this Computer"
7. You can pause and resume if necessary and the recording will be saved as a contiguous stream
8. Stop the recording when you are finished, it will be saved to your computer when the meeting is officially ended
9. Upload the zoom_#.mp4 to the applicable TSC Wiki page.
    - Effective February 1, 2019 files under 1.5GB can be uploaded directly to the TSC Wiki.
    - Files larger than 1.5GB will need to be uploaded to the shared TSC Meeting Drive, and linked back to the applicable TSC Wiki page. (Note: This is an evolving model and updates will follow with a solution that better accommodates those with Google access issues)
10. After you have verified the upload was successful and you can watch the recording from the Wiki you can remove the files from your computer
11. Note: Regarding Chat File Content, uploading the chat.txt file is often beneficial to the team. Be advised the chat file may contain private chats sent from/to the person recording the meeting.
12. DO NOT upload any "audio_only" or "playback" files.

List of Group Calendars Meeting Moderators

Please see above for Group Calendar Meeting Management Privileges Requirements.

Sub-Group Mail List Calendar	Moderators
TSC	Kandan Kathirvel Tina Tsou James Williams sujata tibrewala Kristopher Baine
Technical-Discuss	Tapio Tallgren
API	Jane Shen Jeff Brower
CI	Peter Pouliot
Community	Tapio Tallgren
Documentation	Ike Alisson
Process	Andrew Wilkinson Biswajit De
Security	Randy Stricklin
Upstream	Wenjing Chu Jim Xu
Feature Projects	Tapio Tallgren Georg Kunz Michael Hunter
Blueprints	

	Trevor Tao xinhuili David Plunkett Aaron Byrd khemendra kumar Tapio Tallgren Paul Carver Shane Dewing Bill Zvonar Yolanda Robla Mota Rakesh Bohra Frank Zdarsky Wenhui Zhang Srinivasa Addepalli Kuralamudhan Ramakrishnan Sukhdev Kapur Jane Shen Julie Lorentzen Yin Ding Oleg Berzin Bart Dong Xuan Jia hanyu ding Julie Han Gaurav Agrawal Prem Sankar G Ricardo Noriega Surojit Banerjee