IT Requirements Gathering for Virtual Design Review Board Meetings

REQUIREMENTS	
SDCI Instructions Webpage	- Short URL - Links to conference/meeting application - Displays instructions on the process for attending on-line meetings
Conferencing Application	- Stable and reliable platform – meetings cannot exceed 90 minutes, nor can they be rescheduled due to technical issues - Allows attendees to connect via PCs, laptops, cell phones, and iPads - Allows attendees the option to join on-line or via telephone call - Allows for more than one attendee with facilitator/moderator permissions – as host can bestow host permission on someone else, person scheduling the meeting will be host by default - Attendees can be granted presentation permission – i.e. "share screen" or "share file" - Allows for non-City email addresses to present - E-Sign-in sheet is provided for attendees - E-Sign-in indicates whether attendee intends to comment - Data from E-Sign-in sheet can be exported to a CSV or similar format - Supports at least 100 attendees without performance degradation - Automatically mutes audience upon entry to meeting - For public commenters, method for queuing and alerting attendees about their turn to speak - Attendees are not on video, audio only - Provides visual indication of which attendee is speaking - Facilitator(s)/Moderator(s) can mute/~~unmute~~ specific audience members - Meetings can be recorded as audio only or as audio and video. - Audio recordings are in a standard (no proprietary) format - Attendee permissions: - Board and SDCI – full control - Applicants – need to be able to present and then muted during Board deliberations, able to ask clarifying questions only during deliberations - Public – no controls, muted until queued up to speak, , able to ask clarifying questions only during deliberations
WORK THAT NEEDS TO BE COMPLETED/DECISIONS TO BE MADE PRIOR TO THE 1ST MEETING	
Preparation	- Create SDCI web page with instructions on how to join meetings - Create bitly link or shortened website link - Updates to existing Design Review webpage to include instructions for meeting - Communications to Public about new meeting process - Determine tech staff member(s) who will be - Develop and confirm IT process for "Help Desk" in case technical issues arise - Set up Board members and SDCI staff with log-ins to meeting application

	• Develop procedure for Public comments during the meeting or how to submit written comments prior to the beginning of the meeting • Link to existing Design Review webpage: http://www.seattle.gov/dpd/aboutus/news/events/DesignReview/upcomingreviews/ • Link to existing annual meeting calendar http://www.seattle.gov/Documents/Departments/SDCI/About/DesignReviewMeetingCalendar.pdf
Public Notice	• Include meeting instructions website link on the Public Notice • Include additional instruction sheet for online meetings
300' Notice	• Include additional instruction sheet for online meetings
Yellow Placard	• Include website link to meeting notice instructions
MEETINGS	
Agenda	• Electronic version of agenda • 2 versions: Downtown Board and all other Boards
Audience	• Board Members – up to 6 people, non-City • SDCI Staff- 1-2 people • Applicants –1-3 people (names may not be known prior to the meeting) • Public Attendees – up to 100 people Board and SDCI – full control Applicants – need to be able to present Public – no controls, muted until queued up to speak
Meeting	1. Electronic sign-in sheet for Public Attendees 2. Technician starts meeting, starts audio recording, acts as timekeeper, Applicants and Public attendees muted 3. SDCI Staff – opening remarks, 10 mins 4. Board Chair – introductions and opening remarks, 10 mins 5. Applicant – presentation, 20-25 mins 6. Board – 10 minutes of clarifying questions 7. Public comments – 20-25 mins, need to limit 1 person speaking at a time, written comments that are submitted are read aloud by Board Chair? SDCI Staff? Technician? 8. Board deliberates – all other attendees are muted 9. Board Chair summarizes decision 10. Board Chair closes questions 11. SDCI Staff (?) makes closing comments 12. Technician closes on-line meeting 13. Technician copies audio recording to SDCI directory- upload to Accela record 14. Technician provides sign-in sheet to SDCI (will be added to Parties of Record list) 15. Meeting Report is uploaded to Accela

	16. Report is emailed to all people that were signed in as Parties of Record
TBD	
Still Need to Research/ Make Decisions	1. Setting expectations: the presentation by the Applicant(s) will not be easily viewable on smartphones. How does this get communicated to the Public? On the website with meeting instructions? As part of the information that will go out with the Public Notices? Should applicants be required to format their presentations to fit mobile devices? 2. What does the electronic sign-in sheet look like? Public Attendees must sign-in with email or only with email if they want to be on Parties of Record list? 3. Process for getting electronic version of the package to the Board members for review. Does a hardcopy also need to be distributed ahead of the meeting? Is there a file size limitation that can be distributed via email? Should the package be distributed via some other method? 4. How do we determine who would like to speak during the Public Comment period? 5. How are written comments submitted? 6. During Board deliberations, what is the process if someone needs to make a clarifying statement? (when Board is misunderstanding something in the presentation) 7. Focus on equity issues – needs to be addressed 8. Paper copies of packet very expensive to produce – how make sure that person is in category of not having other options 9. When do libraries open in Seattle? 10. How to deal with physical models and materials boards. 11. Meeting CANNOT go over 2 hours. Redmond meeting issues: materials board, 1hr mtg took 3 hrs 12. What are our Plan Bs for connectivity issues, tech issues, etc.? Big deal to have to reschedule