

Virtual Meeting Matrix		X = No O = Yes					
	Requirement	Skype	MS Teams Meeting	MS Teams Events	WebEx	WebEx Events	Comments
Conferencing Application	Stable and reliable platform – meetings cannot exceed 90 minutes, nor can they be rescheduled due to technical issues	X	X	X	O	O	Teams meetings require special license for dial-in; potentially capable but limited
	Allows attendees to connect via PCs, laptops, cell phones, and iPads	O	O	O	O	O	
	Allows attendees the option to join on-line or via telephone call	O	X	X	O	O	
	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	O	O	O	O	O	
	Attendees can be granted presentation permission – i.e. “share screen” or “share file”	O	O	X	O	O	
	Allows for non-City email addresses to present	O	O	X	O	O	
	E-Sign-in sheet is provided for attendees	X	X	X	X	X	Can require email registration to sign in and then export the link
	E-Sign-in indicates whether attendee intends to comment	X	X	X	X	X	Webex: can set up questions as part of registration process
	Data from E-Sign-in sheet can be exported to a CSV or similar format	X	O	O	O	O	Solution would require process not included within application
	Supports at least 100 attendees without performance degradation	X	X	O	O	O	
	Automatically mutes audience upon entry to meeting	O	O	O	O	O	
	For public commenters, method for queuing and alerting attendees about their turn to speak	X	O	X	O	O	
	Attendees are not on video, audio only	O	O	O	O	O	
	Provides visual indication of which attendee is speaking	O	O	O	O	O	
	Facilitator(s)/Moderator(s) can mute/unmute specific audience members	O	O	X	O	O	Speakers may have to unmute themselves--can be prompted to do so
	Meetings can be recorded as audio only or as audio and video.	X	X	X	?	O	Can possibly record audio from separate app
	Audio recordings are in a standard (no proprietary) format	X	X	X	O	O	MP4
	Attendee permissions: Board and SDCI – full control	O	X	X	O	O	MS Teams: full control with seattle.gov email address only
	Attendees: Applicants – need to be able to present	O	O	X	O	O	MS Teams: Presenter permissions with seattle.gov email address only
	Attendees: Public – no controls, muted until queued up to speak	O	O	X	O	O	MS Teams Events: No mic capabilities for attendees

	Closed captioning available	X	X	X	O	O	MS Teams Events: Closed captioning available in recordings. WebEx: Closed captioning still coming (Events does after meeting)
	Translation services available	X	X	O	X	X	MS Teams Events: Available during playback of recordings
Meeting	Board deliberates – all other attendees are muted	O	O	O	O	O	Only if audio recording is available Can send attendee list - is this different than a sign-in sheet?
	Technician copies audio recording to SDCI directory- upload to Accela record	O	O	O	O	O	
	Technician provides sign-in sheet to SDCI (will be added to Parties of Record list)	X	O	O	O	O	
Still Need to Research/ Make Decisions	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?						All applications have dynamic formatting during screen-sharing, no additional formatting necessary.
	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?						Settings can be created for meeting requiring that no one log in "anonymously"
	How do we determine who would like to speak during the Public Comment period?			X			Teams and WebEx have "raise hand" feature which moderator can call on, and announce next person on deck to prepare. MS Teams Events do not allow attendees to speak
	During Board deliberations, what is the process if someone needs to make a clarifying statement? (when Board is misunderstanding something in the presentation)	X		X			Can use raise hand feature for all except Skype and MS Teams Events Ability to review plan sets via video conference is not feasible. Access needed for those without computers, tablets, or smartphones
	Focus on equity issues – needs to be addressed Meeting CANNOT go over 2 hours. Redmond meeting issues: materials board, 1hr mtg took 3 hrs What are our Plan Bs for connectivity issues, tech issues, etc.? Big deal to have to reschedule						Will require timekeeper Potentially setting up duplicate meeting in alternate app, which would lose some functionality