

PACE Hybrid Test 20200918

The purpose of the PACE Hybrid Test (“the Test”) is to verify that we can conduct PACE in a Hybrid manner (some remote, some in our N255 room) and that everyone can see, hear, be seen and be heard.

In order to verify that this can be accomplished in an orderly and efficient manner, members of the Test team need to have specific roles and responsibilities. For the present, I define these roles and assume that everyone knows the responsibilities of those roles:

Zoom Host	Nelson Cain
Presenter	Chris Alexander
In-Class member	John Estill
Remote member	Mark England
Class Leader	Russ Simmonds
Recorder	David Johnson
ZoomCamera1	Jim Alexander
Observer	Thom Blake

We have used these roles in PACE Zoom sessions except “Recorder” and “ZoomCamera1”. The Recorder will document the results of the Test and fill in the “spreadsheet” SeeHear.xlsx The Recorder will also document any Problems and Questions emanating from the Test. The ZoomCamera1 will catch video for Remote members.

[EQUIPMENT CHECK: who needs computer, phone, mic, etc.]

In order to accomplish the entire Test in the time available, it is important that each person stick to their assigned roles and their Script actions. If you need to speak outside the Script, address the Recorder with a Problem or Question as follows: “Recorder: Question”. There will be time after the Test for a Summation and Q&A.

The sequence of events for the Test are described in a set of Scripts. Each Script:

- lists the Roles for that script
- identifies Actions (who does what and when)

Following the last Script, there will be a Summation and Q&A:

- Recorder will project SeeHear.xlsx with what was recorded
- DJ will open Q&A
- Recorder will add appropriate items from Q&A into ProblemsQuestions.docx
- Recorder will project ProblemsQuestions.docx with what was recorded
- DJ will lead the group to identify Action Items for the Problems and Questions