

PACE Hybrid Test 20201004

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:

	<u>Script1</u>	<u>Script2</u>
Zoom Host	Nelson	DJ
Remote Member	John	John
Remote Member	Chris	Chris
Presenter	Floy	Rosemary
Class Leader	Rosemary	Nelson
In-Class Member	Mark	Mark
Cart Host	Russ	Russ
Camera	Jim	Jim
Recorder	DJ	DJ
Observer	Thom	Thom
Observer		Floy
Observer	Barbara	Barbara

We have used these roles in PACE Zoom sessions except “Recorder” and “Camera”. The Recorder will document any Problems and Questions emanating from the Test. The Camera 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. 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 lead a discussion of what was recorded
- DJ will open Q&A
- DJ will lead the group to identify Action Items for the Problems and Questions