*Strengthening My Recovery,* **Tech Scheduler Report,** 6/21/2021, Robert F

**Service Schedule**

* Key Holder: all positions filled 14 / 14 and 1 coordinator
* Tech Host: all positions filled 7 / 7
	+ 6/12/2021 Tech Host training: #participants 11 = 10 trainees + 1 trainer, resulted in 1 new tech host.
* Host/Moderator (H/M): 6 breakout rooms – 57 out of 76 positions filled – **need is Tuesday and Wednesday**. When there are unfilled position, the tech host has been successful in getting volunteers. Too many of the same people are doing service -there is an open issue - #break out rooms.
	+ H/M training Sunday ongoing
* Greeter: 7 out 14 filled, **need for 1 coordinator**
* service spotlight continues – rotating announcements
	+ 5/30/2021 service feedback was given to meeting trusted servants, but not the tech scheduler. To encourage service feedback be sent directly to the Tech Scheduler an announcement was added to the service spotlights.

**Attendance**-Zoom account usage

* # different weekly meetings: 3
* # total weekly meetings: 9
* maximum number of meetings in 1 day: 2
* Zoom max 500 – #daily participants: 138 to 249

**Other**

* SMR Zoom meetings scheduled up to 8/8/2021
* Survey committee – served as researcher/statistician
* 6/14/2021 Currently, the break out room are closed by the tech host manually. Can the break-out rooms be closed automatically? I performed a zoom break out room closing test where the break-out room options were set to close the break out rooms after #minutes (45). The test was successful. The break-out room option of “Notify me when time is up”, checkmark – did NOT work as expected. I expected to just be shown a screen message, but in order to close the break rooms manual intervention was required – I had to click on close break-out rooms. In summary, to automatically close the break out rooms, click on Break Out Room / Options (bottom left)
	+ put a check-mark on “Break out rooms closed after [ ] minutes
	+ enter the number of minutes to keep the break-out rooms open (e.g. 45)
	+ leave blank-unchecked “Notify me when time is up”

**Next Steps**

* Continue RH/M and Tech Host service rotation by continuing training (in/out) meetings, sharing the service schedule, and communicating service opportunities.