Internal memo no. 912-153 - Const division Date: 17-8-2023

Subject: Virtual site tour – Zoom meetings.

Key words: Virtual site tour, Zoom.

1. Guidelines have been issued for effective virtual site tours and zoom meetings from sites.
2. Almost all sites have been provided with a conference room for Zoom meetings. Conference room should comply with the following:
	1. Must have large format UHD Android TV (more than 40”).
	2. Android TV must be connected to an All in one computer.
	3. Computer must have Zoom and other softwares installed.
	4. Computer must be connected to a Protronics omnidirectional conference speaker (model talk two or similar). The speaker must be placed as close to team members as possible. Use USB extension wire if required.
	5. The computer must also be connected to a Logitech high resolution camera.
	6. All sites must have a 3 mtr HDMI cable of high quality (Amazon Basics brand preferred). This is to be connected with PC for review of plans.
	7. The TV and computer must be connected to Wifi. Display Wifi name and password using a sticker or masking tape on an easily accessible location but hidden from plain view (Eg.: inside of door shutter). Change password every quarter.
	8. All engineers must be familiar with connecting their labtops to Android TV both wirelessly and with HDMI.
	9. In case the camera faces a very bright window – suitable blackout curtain /blind/agronet must be provided.
3. For effective virtual tours of sites the following should be complied with.
	1. Salman (Promotions team) and Ashaiya (PA to Soham) have been provided a Gimbal. AMTZ site (Teja & Shiva) has also been provided with a Gimbal. These persons have to be thoroughly familiar with operations of Gimbal. Salman and Ashaiya have been provided with JBL Bluetooth speakers.
	2. The Gimbal helps in stabilizing the images, without which Zoom call would be ineffective.
	3. Project managers at all sites must have a JBL CSLM20 microphone/earphone. It is also recommended that atleast one senior engineer or admin manager at site has another microphone/earphone. The microphone/earphone ensures that one ear is open and the microphone is closest to the mouth.
	4. These are to be purchased by the company.
	5. Other engineer /staff may use any wired microphone/earphone.
	6. The Gimbal operator must connect to Zoom with microphone on mute.
	7. All engineers + admin may log on to zoom through their personal mobiles. Their videos must be switched on. The microphone should be on mute (except the project manager or speaker).
	8. For safety purposes the mobile must be kept in the pocket and both hands must be absolutely free to hold railing/support.
	9. As far as possible the speaker/PM/engineer must be 10 to 15 ft in front of the Gimbal.
	10. The operator of the Gimbal and other attendees of the Zoom meeting must be very aware of the quality of signal on their mobiles. They must move to a location which has good signal (do not continue to stand at the location which has poor signal).
	11. The Gimbal can also be used in the site office for the Zoom meeting (in cases where meeting continues to the site office) after the site virtual tour.
	12. A picture of the JBL microphone/earphone worn by a model is attached.

Soham Modi.

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| A person wearing glasses and a blue shirt  Description automatically generated | A black earphones with a wire  Description automatically generated |