

11/02/16 PTO Communications Committee

Meeting Minutes

Present via telephone and computer: Isabel Pipolo (*Oakside parent*), Lise Prown (*H.S. parent*), Kristin Jarvis (*Woodside parent*)

Meeting began at 1:10pm.

All aspects of the FreeConferenceCall.com program were explored.

Features include:

- Free audio conferencing, screen sharing and video conferencing for up to 1,000 participants
- International calling
- Recording and playbacks; up to 1GB of storage included for recording files
- 14 minutes were recorded at this meeting, for a total of 8MB
- No call appointments needed; conferencing is available 24/7
- Host account can share their screen with the other callers; the program gives you the option to share only the programs or windows you select
- Host account has access to a detailed list of every caller in the conference
- Host can playback or distribute recorded meetings at a later date

It was determined that this program will meet the needs of the PTO's meetings at this time.

Meeting ended at 1:35pm.

Next Meeting: TBD