Coffee Talk "Barista" Role Instructions

If you are familiar with Zoom & are comfortable switching between open windows on your computer*, you can be an Omagod Barista!

* the switching between windows required in this role makes it very difficult to do on a mobile device

Filling Coffee Talk Room

Preliminary Note: Do not expect to be able to watch each person speak -- you will need to have multiple Zoom windows open as you fill room that will mostly cover your screen.
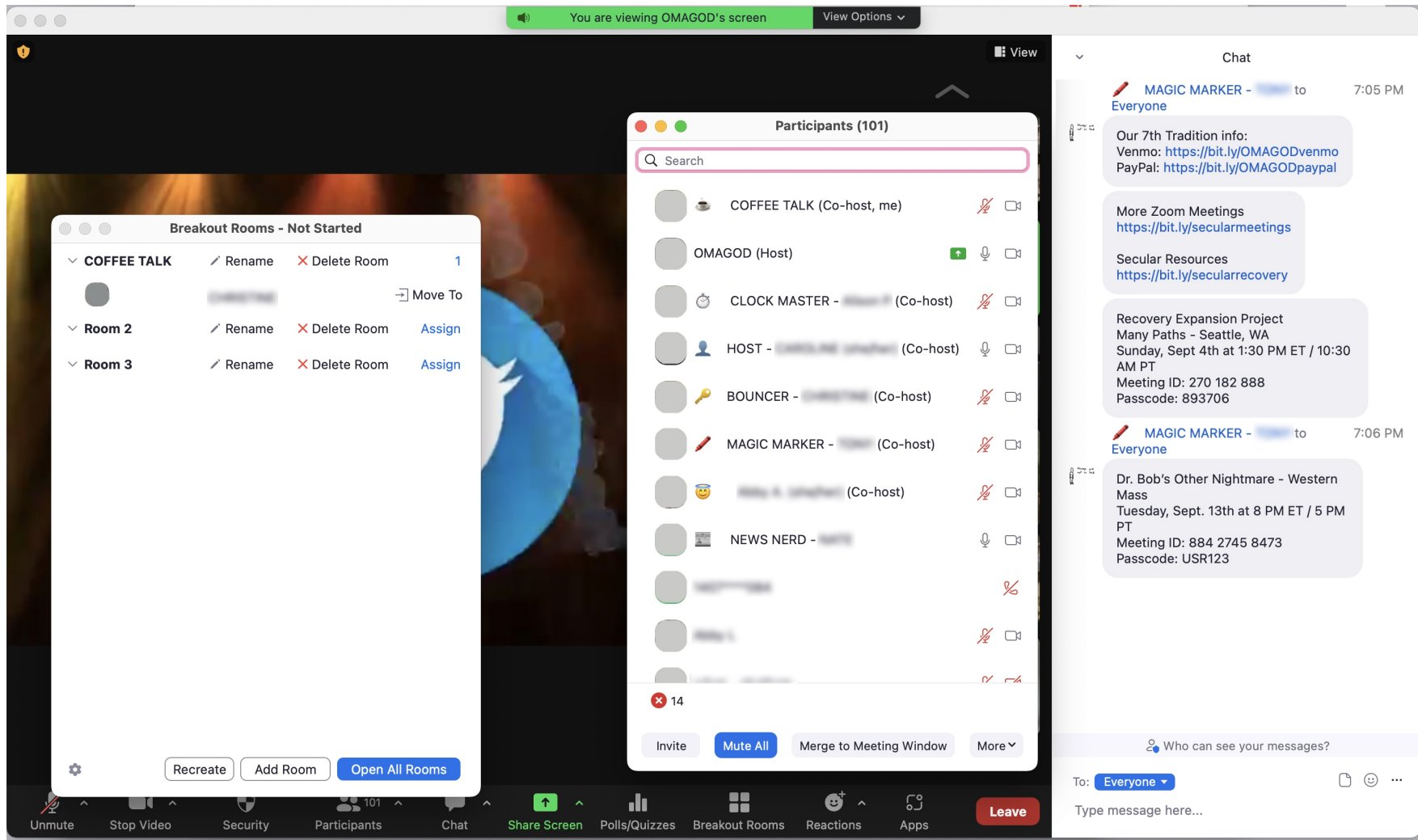
BREAKOUT ROOMS WINDOW
You will use this to add people into the Coffee Talk Room

PARTICIPANTS WINDOW
You will use this to search by name for participants who want to be invited to Coffee Talk

CHAT WINDOW
You will keep this open throughout the meeting so that you can see incoming requests

ENTERING MEETING

• See group chat on What'sApp to find out correct background

• Get Coffee Talk background here:
    https://www.omagod.org/virtual-backgrounds-coffee-talk

• Log in 15 minutes early

• Ask to be made co-host

• Have Backup Dancer (or Mikey) change your name to include "COFFEE TALK" at front of name

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CREATING BREAKOUT ROOMS (PRE-MEETING)

A) Once you are a co-host, open "Breakout Rooms" panel

• Default setting is "Assign Automatically" -- CHANGE THIS to "Let Participants Choose Room"
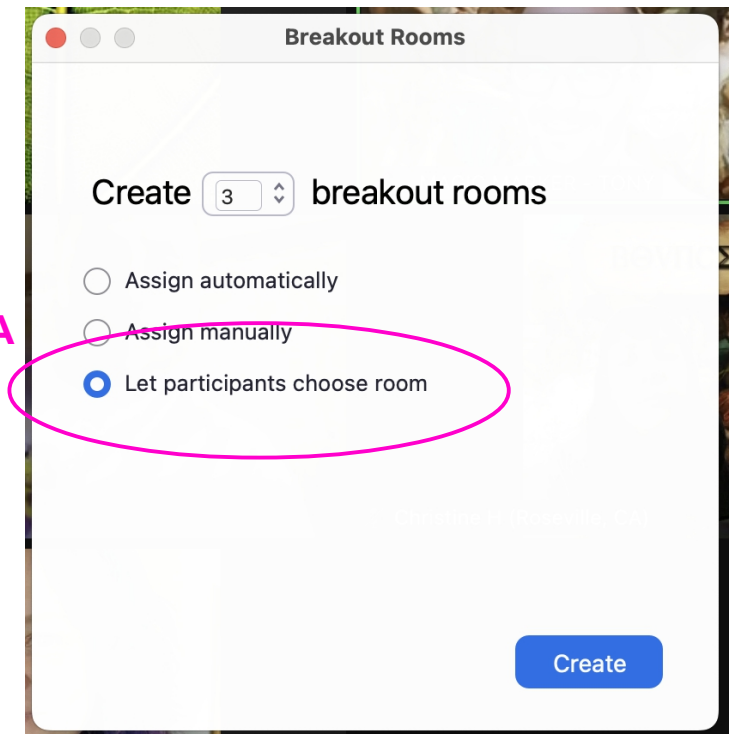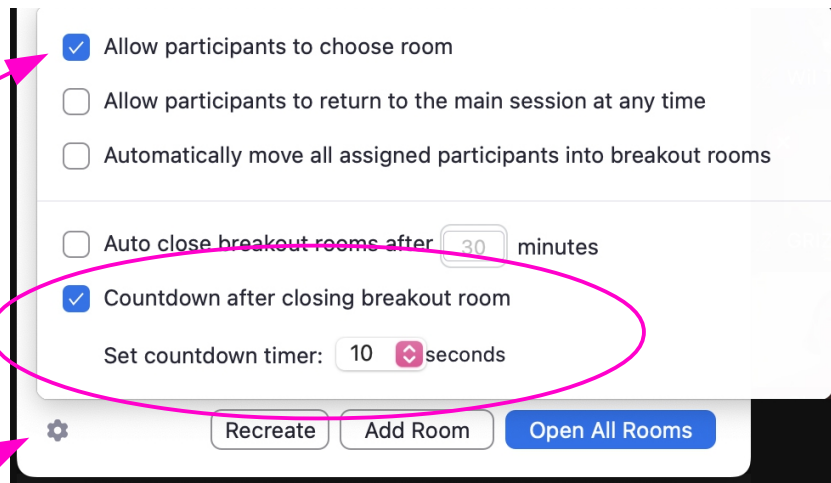
• Create 3 breakout rooms

B) Use the "Rename" function to make one breakout room "COFFEE TALK"

C) From the gear icon in lower left, change "Countdown" setting to 10 seconds (default is 60)
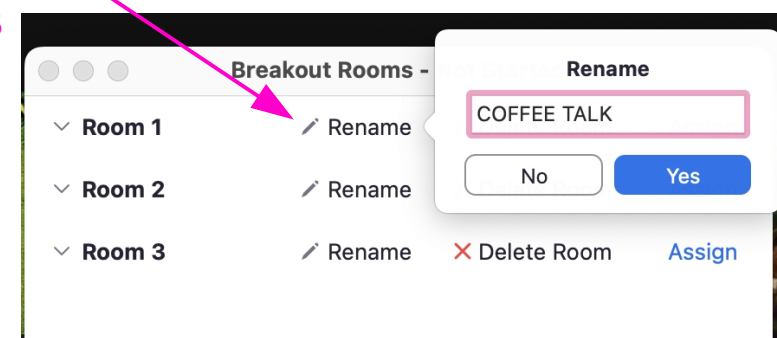
Make sure only "Allow participants to choose room" is selected

Gear icon opens menu

Breakout Rooms

Create 3 breakout rooms

○ Assign automatically
○ Assign manually
● Let participants choose room

A

Create

☑ Allow participants to choose room
☐ Allow participants to return to the main session at any time
☐ Automatically move all assigned participants into breakout rooms

☐ Auto close breakout rooms after 30 minutes
☑ Countdown after closing breakout room
   Set countdown timer: 10 seconds

C

⚙ Recreate | Add Room | Open All Rooms

B

Breakout Rooms -

∨ **Room 1**   ✏ Rename
∨ **Room 2**   ✏ Rename
∨ **Room 3**   ✏ Rename   ✕ Delete Room   Assign

Rename

COFFEE TALK

No | Yes

DURING MEETING

When meeting begins (the "Curtain Scene") your Zoom will default to full-screen mode. Use the "**View**" function to **"Exit Full Screen"** -- this will make it easier to type into chat etc. during scene changes, especially at the end of meeting (chips, etc.) when many requests come in

Keep Zoom view on "Gallery" so you can see names of those with hands raised. This is helpful to stay aware of so that you can listen:
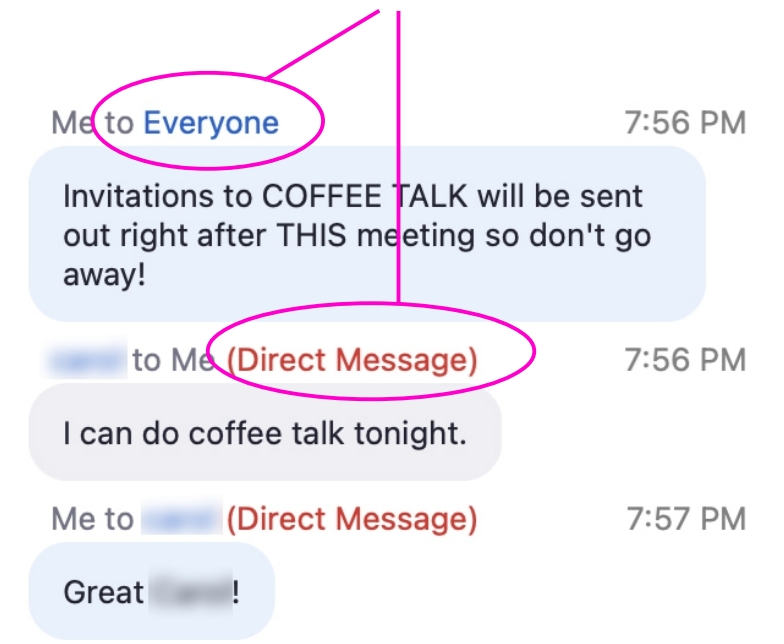
    A) if host invites a participant to Coffee Talk, or

    B) if share indicates participant would be good fit for Coffee Talk (new to AA, back from relapse, having bad day, etc.)

DIRECT MESSAGES IN CHAT

When participants request invitations, their message will show in type with the red "Direct Message" note. Periodically scan the chat for these red indicators to make sure you have accounted for everyone.

Whenever possible, include a brief (personalized) reply so the participant knows you received their request

Messages from cast members to everyone have blue notations; direct messages to you (Coffee Talk) will have red notations. This makes them easy to scan for.

Me to **Everyone**   7:56 PM

Invitations to COFFEE TALK will be sent out right after THIS meeting so don't go away!

▓▓ to Me (Direct Message)   7:56 PM

I can do coffee talk tonight.

Me to ▓▓ (Direct Message)   7:57 PM

Great ▓▓!

ADDING PEOPLE TO ROOM

When a participant asks for invite (or if Host suggests they try Coffee Talk after a share), go to the "Assign" function in the Breakout Room window.

• click on "Assign"

• from the pop-out menu, begin typing the participant's name in the "Search" field

• check the box next to participant's name

• participant's name will be added to list

• **ALWAYS** be sure to add the cast member who is hosting Coffee Talk. You can find out who that is from What'sApp or ask the Backup Dancer. **Do this at beginning of meeting.**
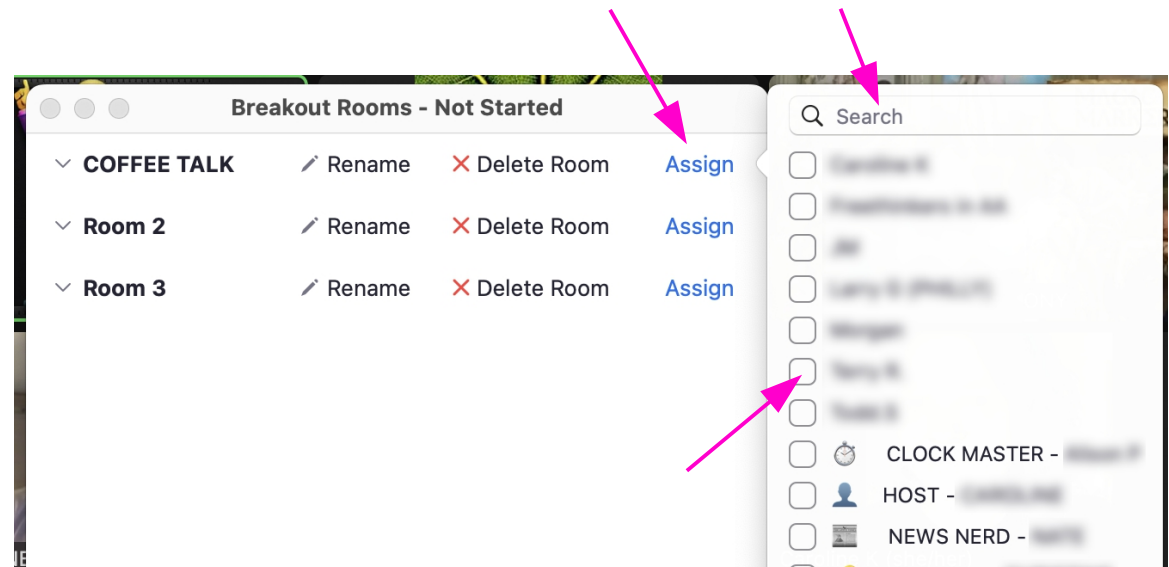
FIND PARTICIPANT TO SEND MESSAGE

Because the meeting is often 100+ people, use the "Search" field at the top of the "Participants" window to find them. Type their name in the search field, then click on their name & choose "Chat" from the menu that appears when you click on them. This will allow you to send a direct message.
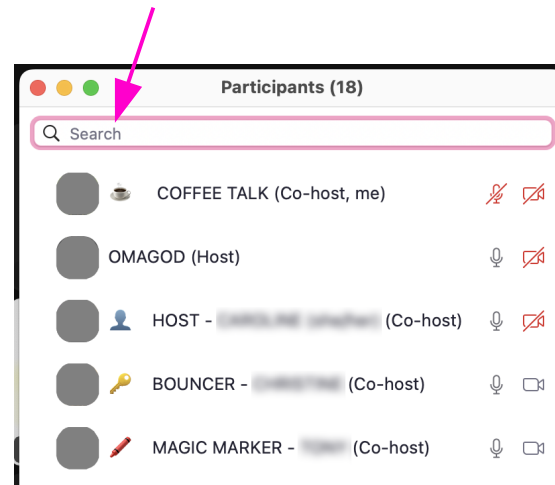

WATCH FOR SIMILAR NAMES

When assigning people to room & sending direct messages, watch out for participants with similar names (capitalization matters):

Allison
Allison (Maine)
Alison
allison
Allison F
Allyson

Listen for any invitations to Coffee Talk that the host makes verbally (that's why it helps to keep track of who raises hand)

In gallery view, those with hands raised will appear here, so you can be familiar with who speaks
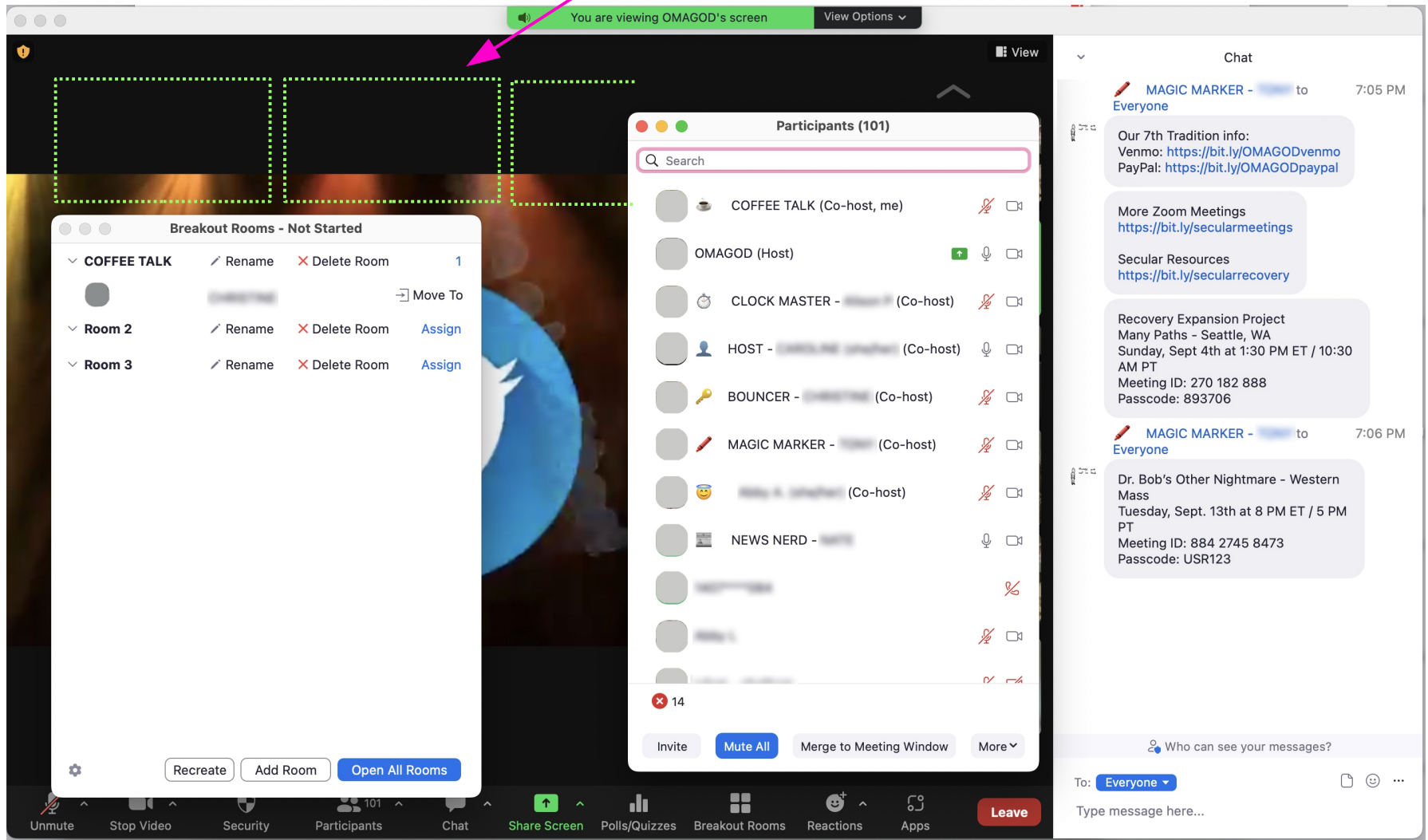
Keep "**Breakout Rooms**" window open so you can easily add participants to join Coffee Talk

Keep "**Participants**" window open so you can use the search feature to quickly find a participant's name in order to send them direct message invite

Keep "**Chat**" window open so you are aware if other cast member tells you about a request to join Coffee Talk, and to see any direct messages from participants asking to join

AT END OF MEETING

After concluding animation, hit the "Open All Rooms" button at lower right of "Breakout Rooms" window.

You did it!

Nice job!