

**TRANSIT RECOVERY
TASK FORCE**

TO: Blue Ribbon Transit Recovery Task Force

DATE: November 16, 2020

FR: MTC Staff

RE: Zoom Instructions for Task Force Members on Consensus - Test

At Monday's Task Force meeting, the Task Force will consider a proposed revision to our Decision-Making Process that will allow for consensus-testing ahead of formal roll-call votes. If approved, we may use this new tool during the discussion on Item 5a: Revised Stage 3 Goals & Objectives.

To prepare for the discussion and potential use of the new tool, we are asking Task Force members to have hard copy "cards" representing RED, YELLOW, and GREEN available for the meeting. Attached are PDF pages for you to print these "cards". If you do not have access to a color printer, you can make your own cards using materials at hand. Homemade cards need to include the word itself (for visible accessibility) and, ideally, prominent use of the respective color (for ease of tallying.)

During the meeting, Chair Spering or Facilitator Kinsey will indicate if the Red-Yellow-Green (RYG) consensus-testing method will be used. At that time, the video layout will be changed to Gallery View. Please note that in Gallery View, all Task Force members will be visible to public. The Chair then will ask members to hold up the appropriate card in response to various proposals or decision points.

NOTE: When a virtual background is enabled, Zoom may not be able to detect objects in the foreground -- such as your RYG card/paper. For your card to be better visible when you hold it up, Task Force members should disable virtual backgrounds during consensus testing.

- **TURNING OFF ZOOM VIRTUAL BACKGROUND:** Click the up-arrow next to the "STOP/START VIDEO" button at the bottom of your Zoom screen, then select Choose Virtual Background. When the Background & Filters pop-up window opens, select NONE as a Virtual Background, the X out of the pop-up window.

Thank you for helping to make this new consensus-testing, decision-making process work, subject to its approval by the Task Force.

GREEN

YELLOW

RED