

Meetecho documentation for IETF Meetings

2023-10-16

Contents

| | |
|--|--------------------|
| Meetecho documentation for IETF Meetings..... | 1 |
| Contents..... | 1 |
| Introduction..... | 2 |
| Requirements..... | 2 |
| Internet connection..... | 2 |
| Web browser..... | 2 |
| System settings..... | 2 |
| Meetecho and IETF Datatracker accounts..... | 4 |
| Controls..... | 4 |
| Name and role..... | 4 |
| General meeting controls..... | 5 |
| Media sharing and controls..... | 5 |
| Participant view of controls and tabs..... | 5 |
| Chair view of controls and tabs..... | 6 |
| Actions..... | 6 |
| Show of hands..... | 6 |
| Chatting..... | 7 |
| Comment queues..... | 7 |
| Meeting materials..... | 9 |
| Sharing slides/screen..... | 9 |
| Shared Notepad..... | 9 |
| Troubleshooting..... | 9 |
| Feedback and feature requests..... | 10 |

Introduction

The information below is intended to provide guidance for IETF meeting session chairs and participants using the full Meetecho web client. The simplified onsite “lite” client does not send audio or video and this documentation does not apply to it.

Comments and suggestions about this document may be sent to: support@ietf.org.

Requirements

This section covers general requirements for using Meetecho.

Internet connection

During an IETF meeting using Meetecho, generally only session chairs and presenters are expected to send video with other session participants expected to send audio only. Therefore, participation by Meetecho is expected to require a 1-2 Mbps connection.

Web browser

There is no client to install as Meetecho can be used directly in any desktop WebRTC-enabled web browser. Please note, however, that capabilities may vary by browser. Many Meetecho features are available on mobile browsers that support WebRTC but a mobile-friendly user interface is still in development and screen sharing is not supported on mobile devices.

Several issues have been identified with particular web browsers and extensions:

- The embedded shared notepad will not work in browsers that block third party cookies, such as Chrome when operating in Incognito mode. In this case you can still open the notepad in a different browser tab by clicking on the specific button.
- Privacy and adblocker browser extensions and add-ons can break certain Meetecho features. Specifically, disabling Privacy Badger has been required for Meetecho to work as expected.

Participants are encouraged to join Meetecho sessions 5 minutes ahead of published start times to ensure their configurations work as expected.

System settings

To enable screen sharing in macOS using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used. This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording

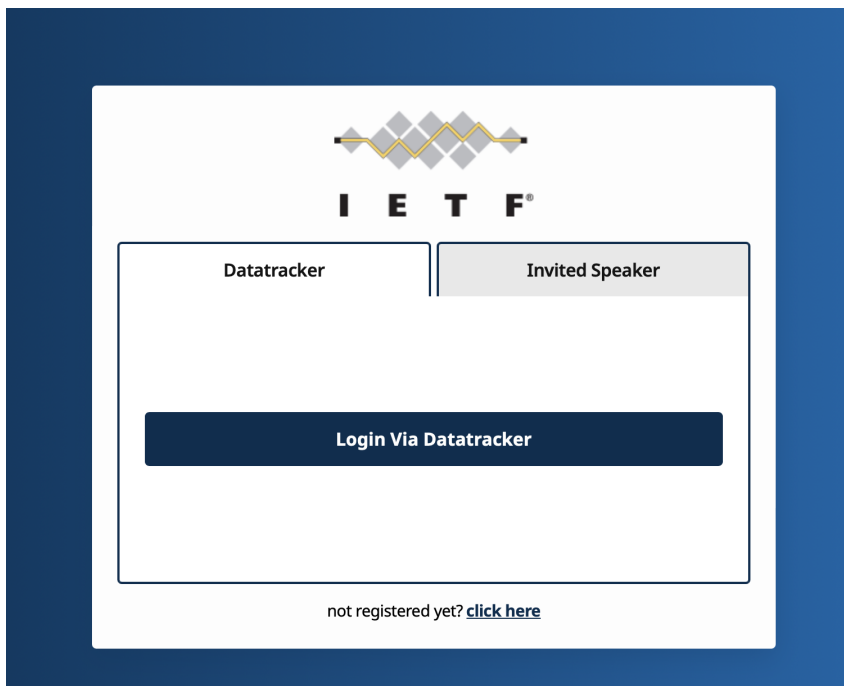
System preference setting required to enable screen sharing in macOS 10.15 and above (not applicable to earlier versions of macOS).



Meetecho and IETF Datatracker accounts

You must have an [IETF Datatracker](#) account to join an IETF meeting session using Meetecho. If the session is part of an [IETF meeting](#), then you must also be registered for that meeting. You will be prompted to sign into IETF Datatracker when joining an IETF session using Meetecho. You can use your usual IETF Datatracker credentials to join the session.

Screenshot of Meetecho login screen

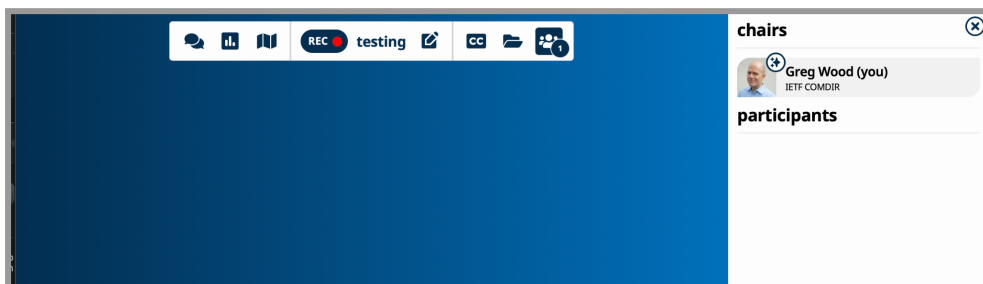


Controls

This section provides a general overview of Meetecho controls.

Name and role

Your name and role in the session (e.g. Participant or Chair) will appear in the upper right hand corner of the Meetecho window when the participant list icon is selected.



Note that your profile picture is taken from your [IETF Datatracker profile](#), if available. If no picture is available in the IETF Datatracker, then a picture is taken from the [Gravatar](#) service, if available, based on the email used during the registration process (if available) and not images from the IETF Datatracker.

General meeting controls

General session controls appear in the middle of the top window.



From left-to-right (Meetecho provides tool tips as you roll over various controls):

- Chat
- Show of hands tool
- Event “map” showing other sessions underway
- Recording indicator
- Room name
- Shared session note taking tool
- Transcription
- Meetings materials

Media sharing and controls

The bottom of the Meetecho window has the media sharing controls, as well as some more tools, a profile picture and exit session button.

Participant view of controls and tabs

Left-to-right:

- *Send/stop audio*
- *Send/stop video*
- *Request to share screen*
- *Share preloaded slides*
- *Raise hand (enter queue)*

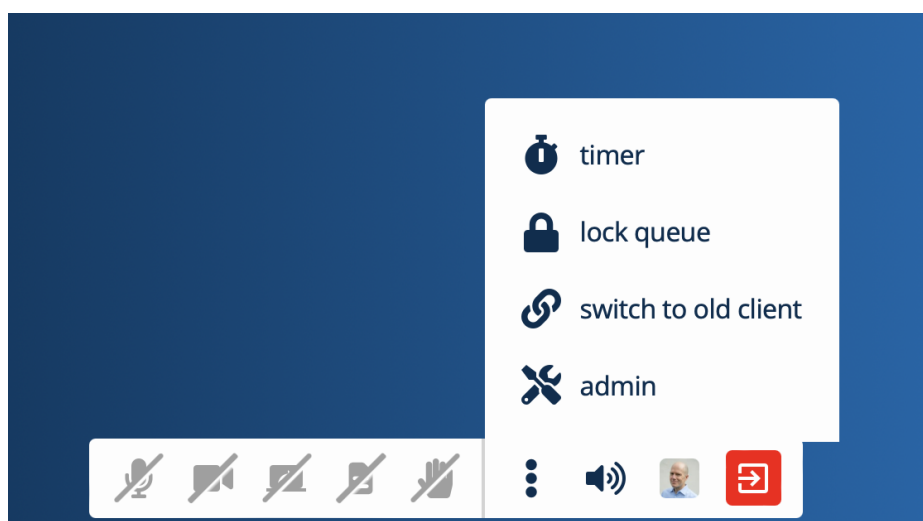


The three stacked dots allows When sending media, the icon for that media (audio, video, or screen sharing) will be green and the line through it will be removed.

Chair view of controls and tabs

Chairs may send all media without approval, including sharing their screens.

Chairs can “lock the queue”: an indication that the queue has been closed is displayed to all participants, and people who choose to join the queue are marked in a different color to make the late join clear.



Actions

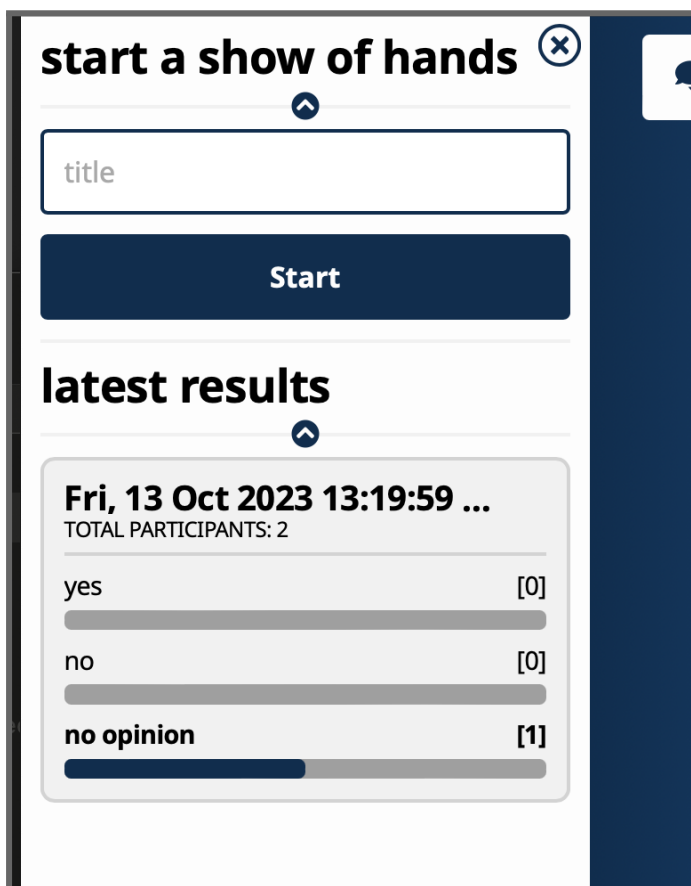
This section provides additional information about some common actions during an IETF meeting session using Meetecho.

Show of hands

The Show of Hands tool allows session chairs to conduct simple yes/no polls of participants. The Chair initiates a show of hands session by first selecting the Show of Hands tool from the top icons.

The chair can enter a question for the Show of Hands session by typing in the box, and then start it by clicking the “Start” button. A pop-up is displayed to all session participants, and they can participate in the Show of Hands session by making a selection. Selections can be changed as long as the Show of Hands session is open.

Results of past polls are shown below the current poll.



start a show of hands ✕

title

Start

latest results

Fri, 13 Oct 2023 13:19:59 ...
TOTAL PARTICIPANTS: 2

| | |
|-------------------|------------|
| yes | [0] |
| no | [0] |
| no opinion | [1] |

A session chair closes a session by clicking on the “terminate show of hands (for everyone)” button.

Chatting

Group text chat in Meetecho is integrated with the group Zulip room. There is no need to install or configure a separate client. Chat can be viewed using the chat icon on the left side of the top menu bar.

It is also possible to chat privately with individual session participants. Direct private chat can be initiated by rolling over a name in the participant list and clicking the speech bubble.

Comment queues

Comment queues are a separate, adjacent list next to the participant list on the left side of the main window. The general expectation is that participants will only use audio and video while making comments when recognized in the queue. If the Chair cuts the queue, a "CLOSED" label appears below the last person in the queue.

Meeting materials

Materials uploaded to the IETF Datatracker for a session may be displayed using the folder icon in the general meeting controls.

Sharing slides/screen

Individual meeting participants can share their screen/application windows using the “Ask To Share Screen” icon just below their name. (Please note the required [system settings](#) if using macOS.)

Meeting participants can also share pre-loaded slides (i.e., slide decks fetched from the Datatracker meeting materials) by clicking the “Ask To Share Slides” button just below their name.

Additionally, WG chairs can explicitly ask participants to share a pre-loaded deck or hand its control over to them:

Shared Notepad

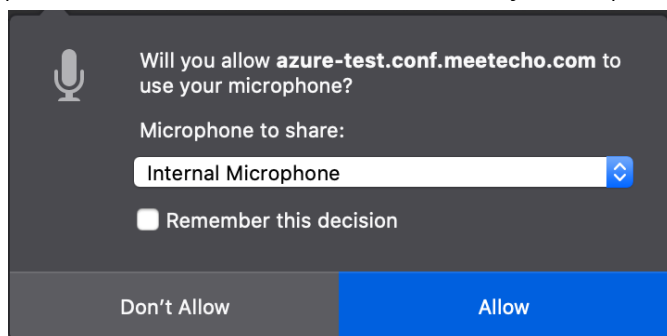
The integrated shared notepad for the meeting session can be accessed from the general meeting controls in Meetecho. You may be prompted to “Sign In” using your IETF Datatracker credentials. You will also have the option to open the Notepad in a new browser tab. Note that cross-site cookies must be enabled and incognito mode breaks the embedded notepad. The session’s shared notepad can also be accessed directly from the [IETF Datatracker meeting agenda](#) webpage.

Troubleshooting

Here are a few tips if you run into trouble using Meetecho.

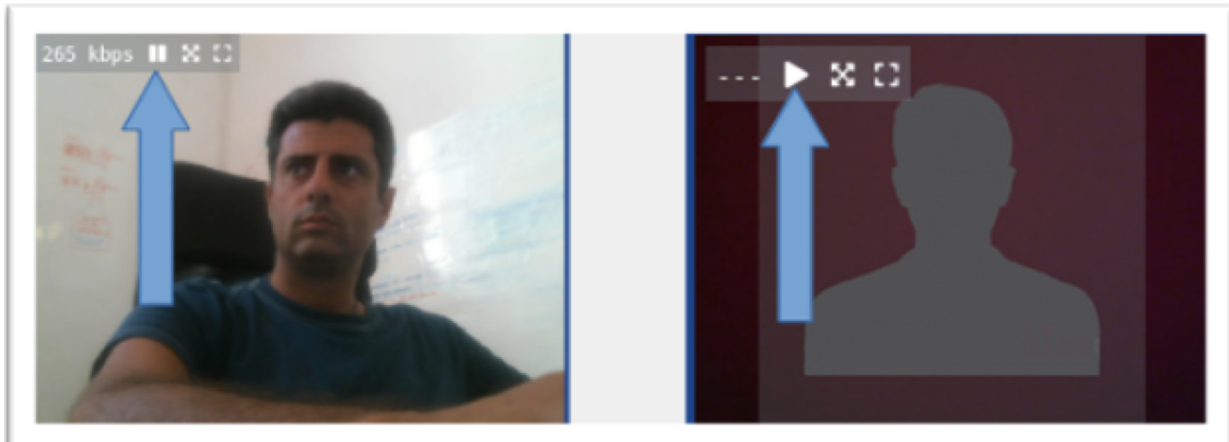
Sending audio or video

If you have trouble sending your audio/video, please make sure that you have granted permission to the browser to access your capture devices.



Frozen video

If the video is frozen, reconnect to that feed by first hovering on the video. Click the “pause” button and then the “play” button



Other issues

If you experience bad quality audio/video and you are receiving several video flows, you can try to close some of them by clicking on the “pause” button. This allows you to save on bandwidth and will likely improve your perceived quality.

If you have trouble receiving audio or video, make sure you don't have any browser extensions that may interfere with HTML5 <audio> and <video> elements playing.

Feedback and feature requests

Please raise requests for meeting tool features, such as Meetecho, on the IETF [Tools Discussion list](#) by sending email to tools-discuss@ietf.org.