

Meetecho documentation for IETF 108 Online

2020-07-23

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Introduction

The information below is intended to provide guidance for using Meetecho during the [IETF 108 Online](#) meeting. It is meant to cover the significant use cases for session participants and session chairs. It is not meant to be comprehensive but will be updated based on feedback. IETF participants are encouraged to send comments and suggestions about this document to: mtd@ietf.org

Requirements

Internet connection

During an IETF meeting, only session chairs and presenters are expected to send video, with other session participants expected to send audio only. If needed, participants can make requests of chairs to send video. 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 depending 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:

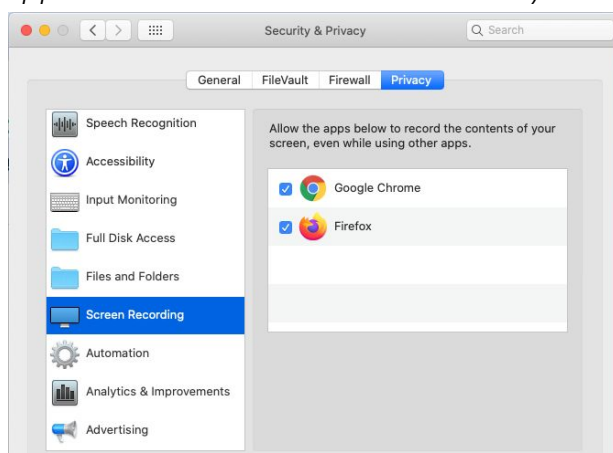
- Safari only permits sharing the entire screen and not particular application windows.
- Safari blocks third-party cookies so the shared notepad will not work. ([More detail on Webkit.](#))
- Chrome, when operating in Incognito mode, blocks third-party cookies so the shared notepad will not work.
- 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 10 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

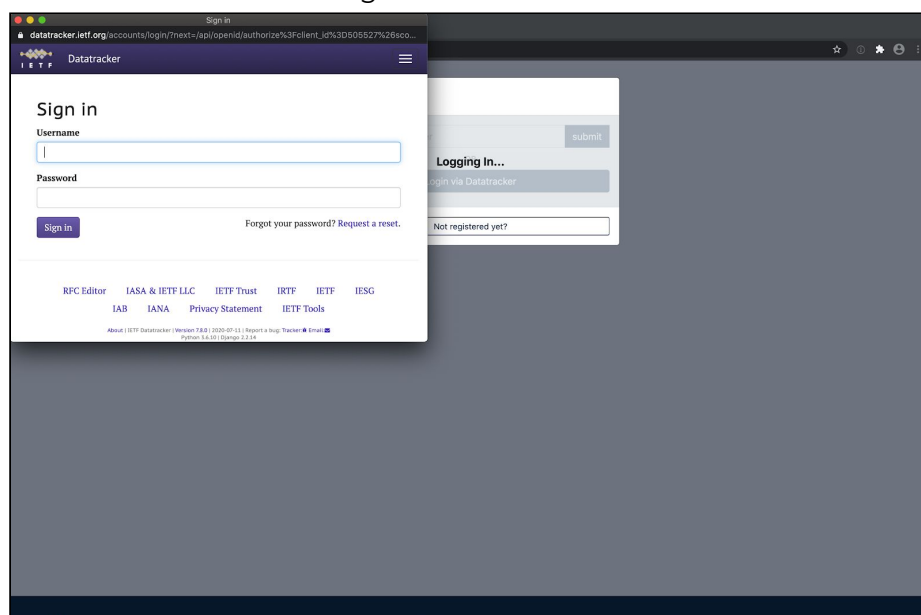
System preference setting required to enable screen sharing in macOS 10.15 (not applicable to earlier versions of macOS).



IETF 108 Meeting registration and IETF Datatracker account

You must be registered for IETF 108 and have an [IETF Datatracker](#) account to join a meeting session. If you are registered for IETF 108, you can use your usual IETF Datatracker credentials to join the session. If you are not yet registered for IETF 108, you may follow the link to do so. You will be prompted to sign in when joining a meeting session.

Screenshot of Meetecho login



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 left hand corner of the Meetecho window. Note that your profile picture is taken from the [Gravatar](#) service based on the email used during the login process (if available) and not images from the IETF Datatracker.

General meeting controls

Meetecho provides tool tips as you roll over various controls.

At the top right are general session controls and links to other session resources.

From left-to right:

- Presentation view
- Video gallery view
- Meeting materials for the session

- Shared notepad for the session
- Information (tour of Meetecho)
- Notifications in Meetecho
- Administration settings (Available only to session chairs and ADs)
- Exit session



Media sharing and window tabs

The left side of the Meetecho window has the media sharing controls, as well as participant list and queue views, a text chat window, and the experimental humming tool.

Participant view of controls and tabs

Top left-to-right:

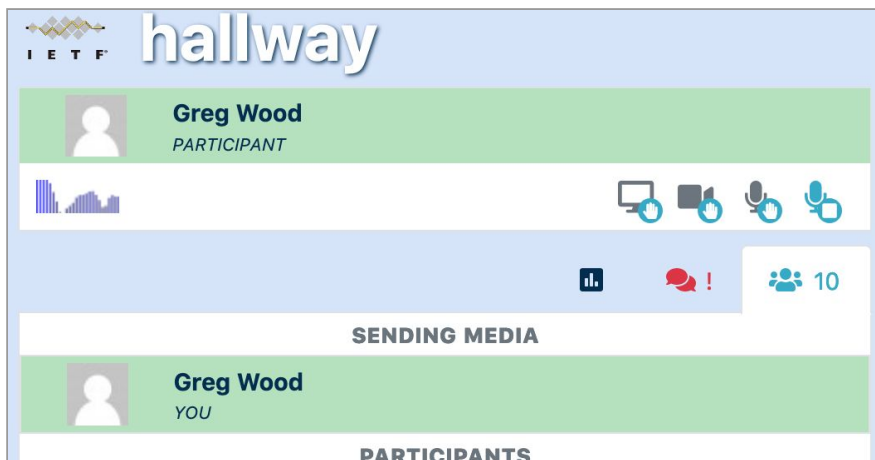
- *Request to share screen*
- *Request to share video*
- *Enter session queue*
- *Send audio immediately (no queue)*

Bottom left-to-right:

- *Humming tool (experimental)*
- *Chat window*
- *Participant list*



Screenshot of participant media controls when not sending any media.



Screenshot of media controls when sending audio..

When sending media, the icon for that media (audio, video, or screen sharing) will be blue. The green background in your name block and the waveform under your avatar image are other indications you are sending audio. To stop sending a type of media, click the respective icon again.

Chair view of controls and tabs

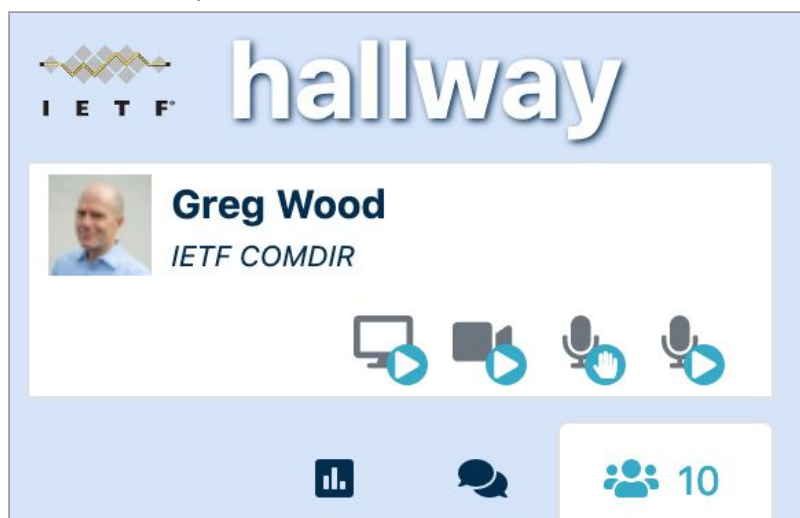
Because chairs may send all media without approval, the “request” controls are not included

Top left-to-right:

- *Share screen*
- *Send video immediately*
- *Enter session queue*
- *Send audio immediately (no queue)*

Bottom left-to-right:

- *Humming tool*
- *Chat window*
- *Participant list*



Actions

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

Chatting

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

It is also possible to chat privately with individual session participants. Chat can be initiated by rolling over a name in the participant list and clicking the speech bubble. Individual chat appears in the lower right corner of the Meetecho window.



Screenshot of individual chat in Meetecho.

Sharing meeting materials

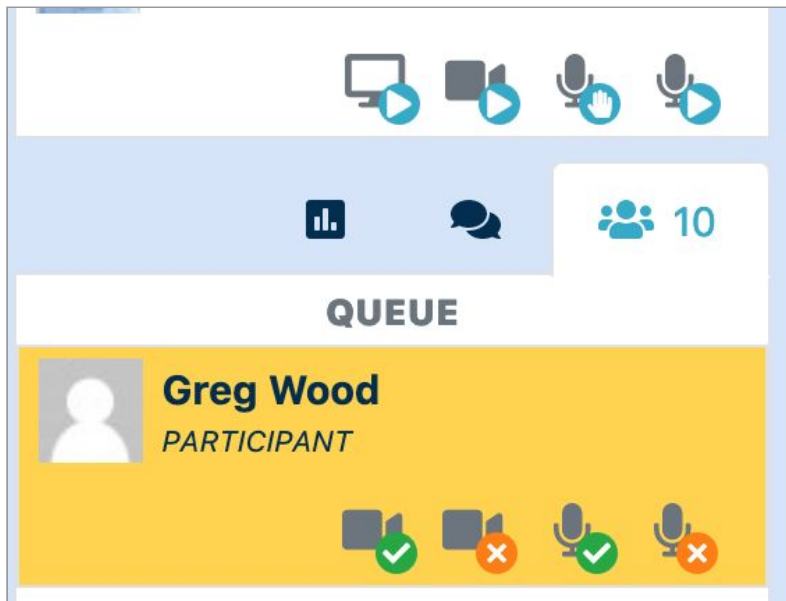
All meeting materials loaded into Datatracker can be found via the “folder” icon in the upper right of the Meetecho window.

Additionally, individual meeting participants can share their screen/application windows using the Share icon just below their name. (Please note the required [system settings](#) if using macOS.)

Comment queues

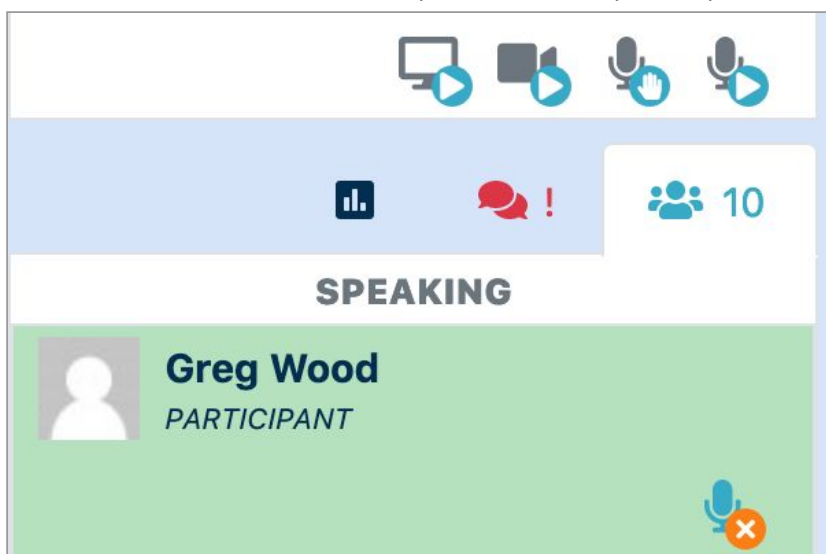
Comment queues are integrated into the participant list in the tab on the left side, next to the chat icon. The general expectation is that participants will only use audio while in the comment queue.

The screenshots show the chair view, with requests from a participant to send video and audio. To grant the request, a chair clicks the media icon with the check mark. To stop participant sharing a type of media, the chair clicks the icon with the “X”.

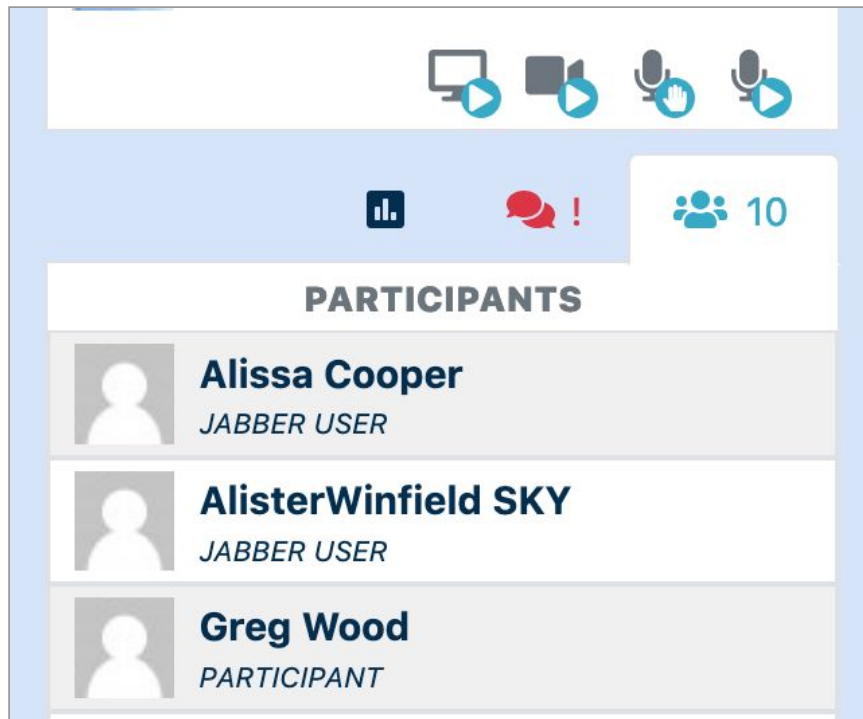


Below the “QUEUE” label is the list of participants in the queue, displayed in the order they requested to speak in the queue. The microphone green “check” enables them to send audio. The microphone orange “x” removes them from the queue.

This is the chair view of the queue once a participant has begun speaking.



This is the view of the participant list when no one is in the queue.



Taking Hums

Virtual hums may or may not be taken at the discretion of the session chair. Only session chairs may initiate hums. This experimental tool is [formally specified in an Internet-Draft](#).

Hums management and participation are via the tab on the left side of the window. A chair will explain the issue on which the hum is taken, and then open the hum with a 35 second window. Participants may then choose to indicate whether they wish to hum loudly or softly. If neither option is selected, a “no hum” is registered.

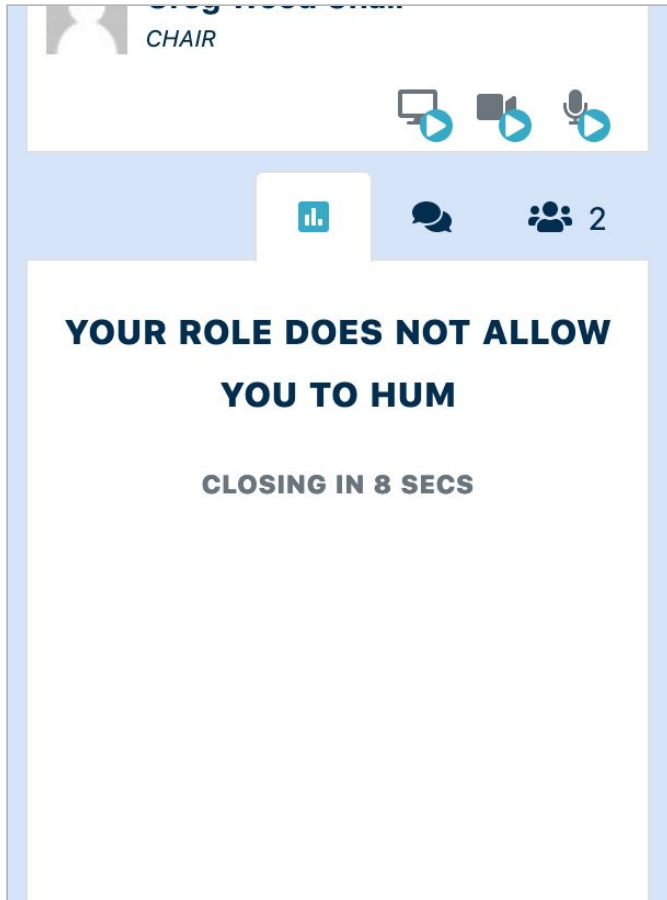
Session chairs are not allowed to participate in hums. After the 35 second window concludes, the aggregate value of the hum (as calculated by the algorithm) is displayed for everyone in the session. Only the value from the last hum is retained in the Meetecho window. This value may be recorded in chat by the Jabber scribe, but is not kept in any other official record of the meeting. The [specification for the humming tool](#) has been published as an Internet-Draft

Chair view of hum tool before initiating hum.

The screenshot shows a web interface for starting a new hum. At the top, there is a header bar with three icons: a bar chart, a speech bubble, and a group of people with the number 10. Below the header, the main content area has a white background with a blue border. The title 'START A NEW HUM' is in bold. Below it, a subtitle reads 'IT WILL AUTOMATICALLY END IN 35 SECS'. A large dark blue button with the word 'start' in white is centered. Below the button, the section 'LAST HUM RESULTS' is shown. It features a vertical stack of six light gray buttons with the following labels from top to bottom: QUIETEST, NIENTE, PIANISSIMO, PIANO, FORTE, and FORTISSIMO. At the very bottom, the word LOUDEST is displayed.

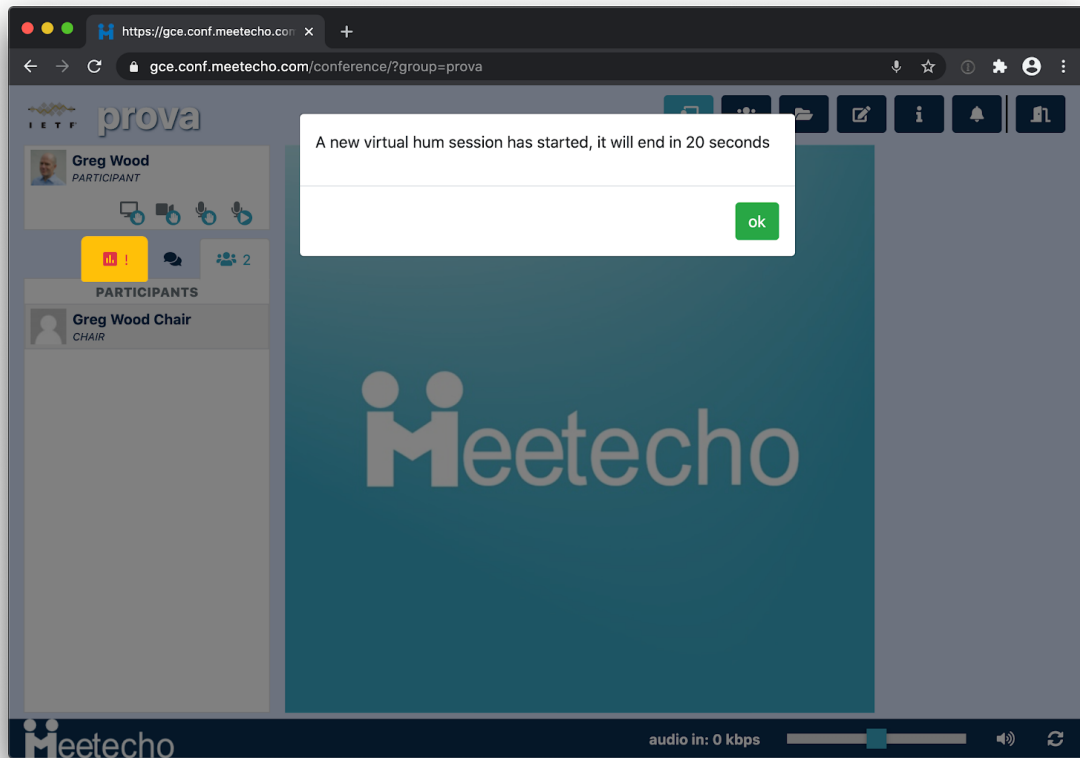
Chairs are encouraged to take a “test hum” during a session before taking an actual hum so that participants can become more familiar with the process.

Chair view of hum tool after initiating hum.

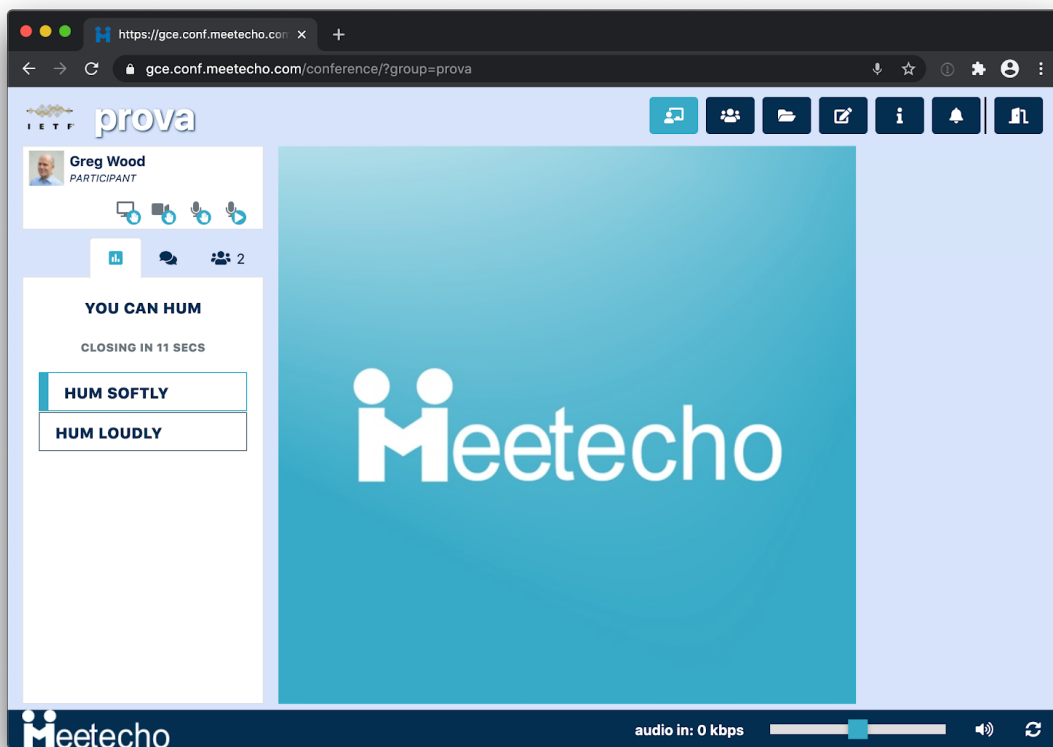


Participant hum views

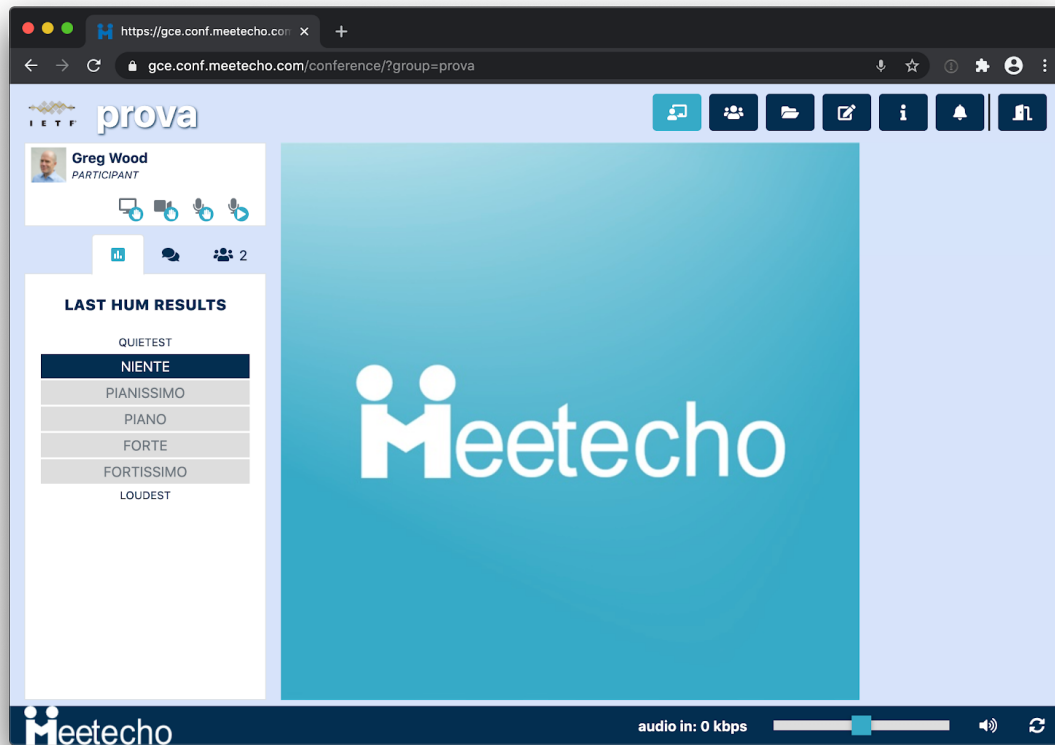
Hum initiation notification



Participant view of hum underway

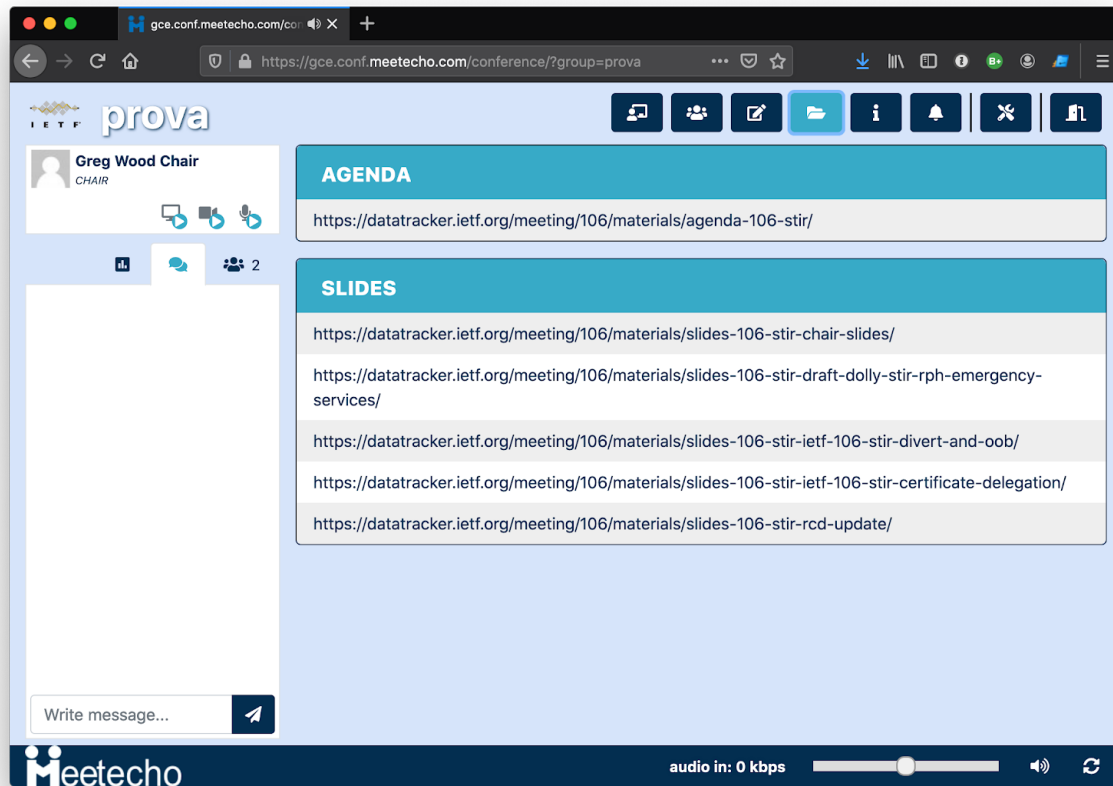


Participant view of completed hum



Meeting materials

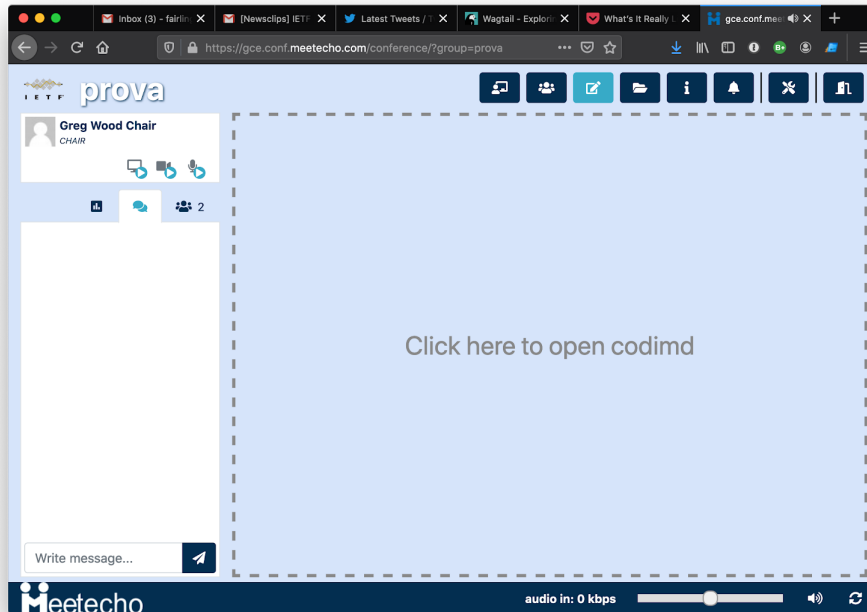
Materials uploaded to the IETF Datatracker for a session may be displayed using the folder icon in the general meeting controls.



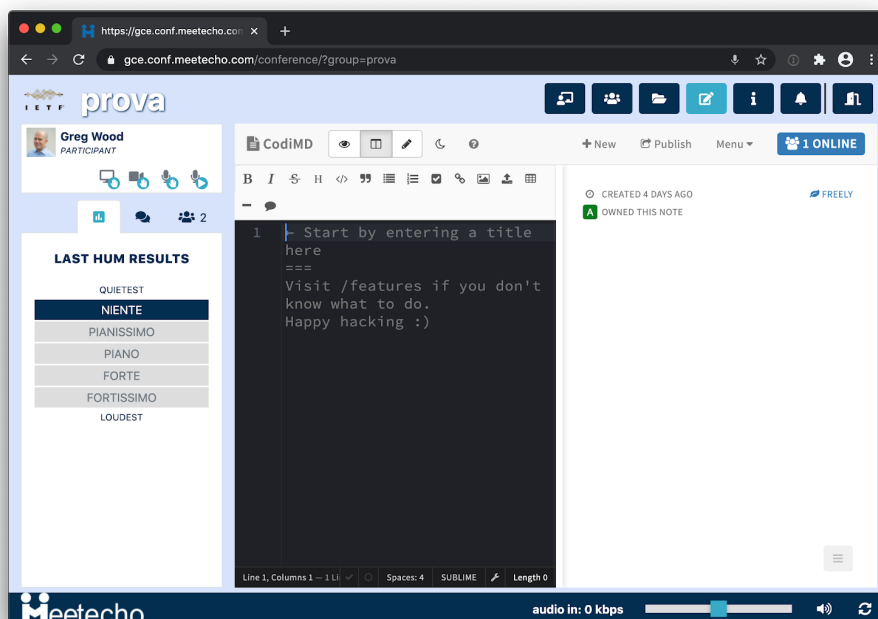
Shared Notepad

The integrated shared notepad for the meeting session can be accessed from the general meeting controls in Meetecho. (Note that Safari does not permit access to the shared notepad via Meetecho currently. It instead may be accessed from the IETF Datatracker agenda.)

Initial view before opening



View after opening shared notepad



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.