Meetecho documentation for IETF Meetings

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Introduction

The information below is intended to provide guidance for IETF meeting session chairs and participants using Meetecho. 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:

- Safari only permits sharing the entire screen and not particular application windows.
- The shared notepad will not work in browsers that block third party cookies, such as Chrome when operating in Incognito mode.
- 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 (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
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 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
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
- Shared notepad for the session
- Meeting materials for the session
- Show of hands tool
- Information (tour of Meetecho)
- Notifications in Meetecho
- Device settings
- 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 Show of Hands tool.
Participant view of controls and tabs

Top left-to-right:
- Enter session queue
- Request to share pre-loaded slides
- Request to share screen
- Send video immediately (no queue)
- Send audio immediately (no queue)

Bottom left-to-right:
- Chat window
- Participant list

Screenshot of participant media controls when not sending any media.
When sending media, the icon for that media (audio, video, or screen sharing) will be blue and the line through it will be removed. 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. Additionally, the participant list avatar for you or anyone else sending audio will turn blue-green.

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

Additionally, Chairs may mute everyone in the sessions (“mute all”) or mute only everyone who is not in the session queue (“mute audience”).

Chairs can also “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 polls with 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 session” 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 are updated in real time as session participants choose to raise their hands.

<table>
<thead>
<tr>
<th>TEST</th>
<th>RAISE HAND</th>
<th>DO NOT RAISE HAND</th>
<th>PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

A session chair closes a session by clicking on the “End session” button.

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 tab 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.
Scrolling to the most recent message in the chat room can be accomplished by clicking the “down arrow” icon at the chat tab. Also, Chat may be opened in a separate browser window by clicking the “new window” icon.

User profiles
Hovering over the name of a participant will show their affiliation, if they submitted it when they registered for the meeting. Clicking the id-card icon will open the Datatracker user’s profile page.

Sharing meeting materials
All meeting materials loaded into the IETF Datatracker for the session 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.

This screenshot shows a participant in the queue. Clicking the “raise hand” icon places a participant in the session queue in the order they have clicked. Participants are shown to be in the queue to all session participants. Clicking the blue hand removes the participant from the queue.

Below the “QUEUE” label is the list of participants in the queue, displayed in the order they requested to speak in the queue.

If the Chair cuts the queue, a “QUEUE CLOSED” label appears. Anybody entering the queue after the Chair closed it will be highlighted in dark yellow.
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. 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. The session’s shared notepad can also be accessed directly from the [IETF Datatracker meeting agenda](#) webpage.

*Initial view before opening*

![Initial view before opening](#)

*View after opening shared notepad*

![View after opening shared notepad](#)
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.