Standard Operating Procedure for Conducting Successful
Google Hangout

Puzzles

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Abstract

Currently, all communication and training sessions in Puzzles are carried out through Google Hangout. This article presents a Standard Operating Procedure (SOP) for conducting a successful Google Hangout session. All procedures have to be followed by host of Google Hangout session. This documentation is not to explain recording plans.

Contents

1 Host

1.1 All public GOOGLE HANGOUT sessions are hosted on the behalf of Amy Theia Knuth (referred as Amy here and after).

1.2 Amy is accessible through:

`http://google.com/+AmyKnuthTheia/`

1.3 Amy is reachable through:

`amy.theia.knuth@gmail.com`

1.4 Only limited number of Puzzlers have access to Amy's account. They are referred as PUZZLEHOST here and after. The list is maintained by Amy.

1.5 Password of Amy's account can not be changed.

1.6 PUZZLEHOST can gain access to Amy's account by emailing to Amy.

1.7 PUZZLEHOST is not allowed to distribute Amy's password publicly.

1.8 If the PUZZLEHOST can not perform the duty of hosting a GOOGLE HANGOUT session, the PUZZLEHOST shall find another PUZZLEHOST to perform the duty or call off the GOOGLE HANGOUT session.

1.9 PUZZLEHOST schedules, organizes and conducts GOOGLE HANGOUT.

1.10 PUZZLEHOST is advised that he/she shall not expect profit of any forms from the GOOGLE HANGOUT.

2 Speaker

2.1 Speaker is the person who presents materials of a GOOGLE HANGOUT. They are referred as PUZZLESPEAKER here an after.

2.2 PUZZLESPEAKER is appointed by PUZZLEHOST of the GOOGLE HANGOUT. PUZZLESPEAKER does not have to be a member of Puzzles.

2.3 If the PUZZLESPEAKER can not perform the duty of presenting, the PUZZLEHOST is allowed to make the decision whether changing the speaker or reschedule the GOOGLE HANGOUT.

2.4 PUZZLESPEAKER is solely responsible for his/her own presentation and manner of speaking.
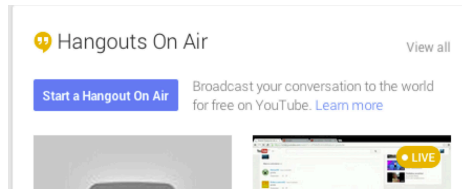
2.5 PUZZLESPEAKER is advised that he/she shall not expect profit of any forms from the GOOGLE HANGOUT.

3 Preparation

3.1 If PUZZLEHOST does not have password to Amy's account, he/she shall email to Amy for requesting the password.

3.2 PUZZLEHOST logs in Amy's `Google+` profile.

3.3 PUZZLEHOST starts to schedule an GOOGLE HANGOUT by clicking "Start a Hangout On Air".

3.4 PUZZLEHOST fills up GOOGLE HANGOUT name, description, time. PUZZLEHOST invites PUZZLESPEAKER, public and certain Puzzles circle as audience. GOOGLE HANGOUT name is determined by Puzzles running series. The description has to include following line.
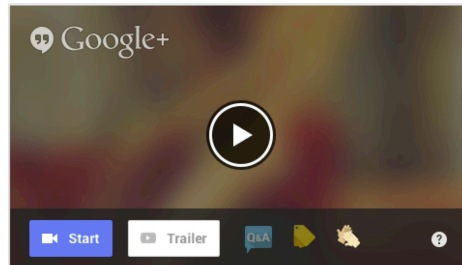
If you have any question, please send email to Amy Theia Knuth (`amy.theia.knuth@gmail.com`)

3.5 The GOOGLE HANGOUT has to be scheduled at least **3** days before the GOOGLE HANGOUT.
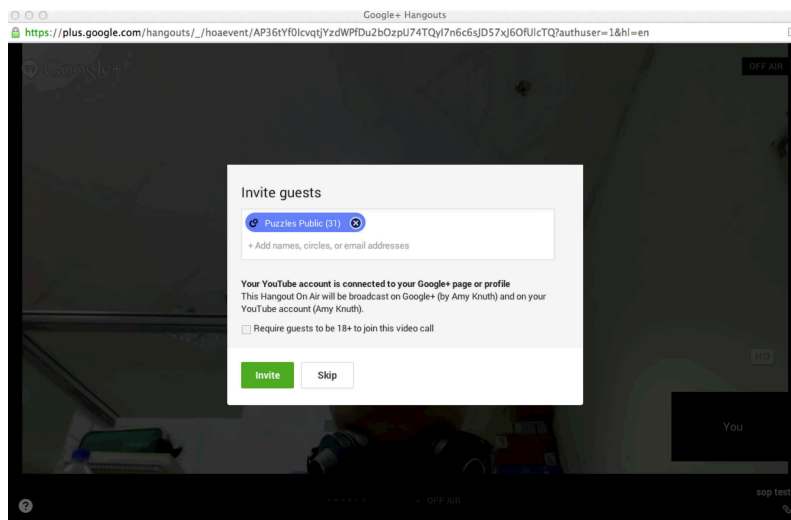
4   Conduct Google Hangout

4.1   PUZZLEHOST is assumed that he/she has logged in Amy's `Google+` account and opened the scheduled GOOGLE HANGOUT event page.

4.2   PUZZLEHOST clicks "Start" to start the hangout session.

4.3   PUZZLEHOST invites PUZZLESPEAKER and audiences before entering GOOGLE HANGOUT room.
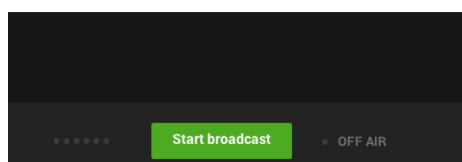

4.4   PUZZLEHOST cuts off his/her camera and microphone once he/she enters GOOGLE HANGOUT room.

4.5   PUZZLEHOST cuts off all audiences camera and microphone. This condition is kept till the broadcast is stopped.
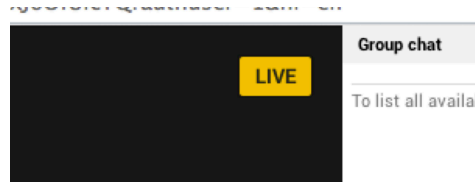
4.6   PUZZLESPEAKER's camera and microphone has to be on through entire GOOGLE HANGOUT.

4.7   PUZZLEHOST confirms audio and video quality with PUZZLESPEAKER and audiences.
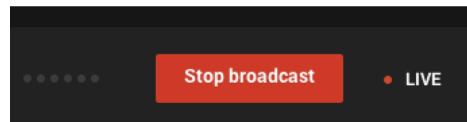
4.8   PUZZLEHOST clicks "Start broadcast" when PUZZLESPEAKER is ready. Starting broadcast needs several seconds.

4.9   PUZZLESPEAKER starts to present once "OFF AIR" sign on the top right corner turns to "LIVE".

4.10   PUZZLEHOST clicks "Stop broadcast" when PUZZLESPEAKER indicates the end of presentation.

4.11   PUZZLESPEAKER stops talking when GOOGLE HANGOUT is off air.

4.12   PUZZLEHOST is allowed to un-mute audience when broadcast is stopped.

4.13   PUZZLEHOST is allowed to leave the GOOGLE HANGOUT when broadcast is stopped.

4.14   PUZZLEHOST is allowed to make decision when the GOOGLE HANGOUT meets technical problems in any forms.

5 After Google Hangout

5.1 The hangout record is available at `YouTube` as soon as PUZZLEHOST leaves the GOOGLE HANGOUT. (Due to delay of `YouTube`, PUZZLEHOST checks the record on `YouTube` in every 20 minutes for ensuring that video record is saved to Amy's `YouTube` channel.)

5.2 All GOOGLE HANGOUT records are saved and managed in Amy's `YouTube` channel:

`http://www.youtube.com/channel/UCLApsra6s1A7IrDefL472-g`

5.3 PUZZLEHOST added the GOOGLE HANGOUT record to the corresponding play list.

5.4 PUZZLEHOST will be notified if there is any changes on the GOOGLE HANGOUT record.

5.5 A GOOGLE HANGOUT record will be replaced under following two circumstances:

- An updated version is approved by Amy.

- The record is not usable under technical errors.