

Standard Operating Procedure for Conducting Successful GOOGLE HANGOUT

Puzzles

Last update: October 1, 2014

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.

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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 are 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.

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