

LFX Meeting Management v2

For Open Mainframe Project Projects and Working Groups

July 27, 2023



Benefits LFX Meeting Management

- **Ease scheduling/managing meetings for organizers**
 - **NEW! Join meetings as a guest or with a registered LF Account**
 - Schedule meetings for an entire committee in one step; meeting invites are updated/removed/added as participants join the committee or the meeting changes.
 - **NEW! Single link for all participants to join a meeting.** Now you can share your meeting links with other participants or add them to a shared calendar. Only invited participants will have access to join private meetings through the shared link.
 - Benefit from our enhanced Zoom security measures to prevent unauthorized participants in your scheduled meetings (preventing Zoom Bombing).
 - Automatic attendance tracking.
- **Single view of all your meetings**
 - Keep all your meetings, whether public or restricted, organized in one place within your LFX Individual Dashboard.
 - Recordings and transcripts of your meetings are automatically shared on your Individual Dashboard. If you missed a meeting, you can simply replay the recording and review the meeting and chat transcripts.
 - Easily customize your preferred meeting invitation email from your Individual Dashboard, ensuring that existing and new meetings are updated accordingly.
 - Explore all your open source contributions and community activities conveniently from your Individual Dashboard.
- **Just like code contributions, training, and event participation, your meeting attendance is logged as a contributing component of your organization's involvement in open source.**

Your Existing Meetings

- On 17 May you should have obtained an update invitation email (as shown to the right) for all your existing meetings.
- Before joining any existing meeting, make sure that you are using the new meeting link from the latest invitation mail. Your calendar should have been updated accordingly,

The old link will not work anymore!

Restricted Test Meeting

Next Meeting: Thursday, May 4th, 17:40 UTC
Repeats: Weekly on Thursdays at 17:40 UTC

Ways to join meeting:

1. Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser: <https://zoom-lfx.dev.platform.linuxfoundation.org/meeting/96475793107?password=a0a4575e-1b58-459c-bc39-fcbaa1ce8db7>

2. Join via audio

One tap mobile:

US: [+12532158782_96475793107#](tel:+12532158782_96475793107#) or [+13462487799_96475793107#](tel:+13462487799_96475793107#)

Or dial:

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 374 8656 or 877 369 0926 (Toll Free) or 855 880 1246 (Toll Free)

Canada: +1 647 374 4685 or +1 647 558 0588 or +1 778 907 2071 or +1 204 272 7920 or +1 438 809 7799 or +1 587 328 1099 or 855 703 8985 (Toll Free)

Meeting ID: 96475793107

Meeting Passcode: 650418

[International numbers](#)

One attachment • Scanned by Gmail

[invite.ics](#) [Download](#)

Changed Meeting Links

The meeting links can be differentiated as follows:

New Links

- New Link Format contains **Meeting ID** and **Password**:
 - <https://zoom-lfx.dev.platform.linuxfoundation.org/meeting/99961245658?password=2894220a-8417-44e9-ac56-dc94124b023d>
- The link can be shared with other participants
- The link is valid from **10 minutes before** the scheduled start time to **40 minutes after** the scheduled end time of the meeting, before and after you will not be able to join the meeting

Old Links

- Old Link Format is not shareable and is considerably longer and does not have a password in it
- <https://zoom.us/j/97205749851?tk=QAB8zTK3F-fqQqrITV-oOx3HLdwB6aMJK9rbBgPzrHc.DQMAAAAWoeoIWxZnUHhLU1gycVRKdXYwOEFIV1BoOUdRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=Nm1Cc3U1UHc1L1hrNVd2YIBkNXJ2Zz09>
- Existing meeting links will expire from late evening (PT) 17th of May

Joining a meeting through LFX Meeting Management

- Click on the Join link in the invitation email or your calendar
- If you are logged into your LF Account, you will be automatically redirected to the Zoom Launch page and the Zoom Meeting
- If you are not logged in or not automatically redirected you will land on the LFX Join Meeting page and can join your meeting from here

JOIN MEETING

Demo Test 4

Testing

Join meeting with LF Account

Sign In

or join as a guest

Don't have an account? Creating an LF account only takes a moment, and you get the following benefits...

- Browse your contributions and community activities
- Access to all meeting recordings and transcripts
- Easily manage your communication preferences
- Ensure your participation gets properly associated with your organization

Create LF Account

Three Ways to Join a Meeting

JOIN MEETING

Demo Test 4

Testing

1) You can log in with your LF Account





Join meeting with LF Account

Sign In

or join as a guest

2) You can sign in as a guest, using your name and email address

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Create LF Account

3) You can create a new LF Account

Join as a Guest

- You can join a meeting as a guest by providing your name and email address
- In case of a restricted meeting, i.e. a meeting per invitation only, your invitation email address is mandatory (see screenshot)
- In case of a public and unrestricted meeting, your email address will be optional

JOIN MEETING

Test Demo Private





Join meeting as a guest

Name *
Enter Full Name...

Email * ⓘ
Enter Email Address...





[Cancel](#) [Join Meeting](#)

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[Create LF Account](#)

Why you should create and use an LF Account

-  Browse your contributions and community activities
-  Access to all meeting recordings and transcripts
-  Easily manage your communication preferences
-  Ensure your participation gets properly associated with your organization

Trying to Join with Incorrect Email Address

- If you are trying to join a restricted meeting which you are not invited to, you will see an error message similar to the one in the screenshot
- If you have been invited to the meeting, please provide your invitation email address here or speak to your Project Administrator

JOIN MEETING

Test Demo Private

Join meeting as a guest





Name *
Guest 45

Email * ⓘ
Guest@45.com

[Cancel](#) [Join Meeting](#)

The entered email isn't invited to the meeting. Use the invited email or contact the organizer for an invite.

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[Create LF Account](#)

More coming to LFX Meeting Management soon!

- Review accept/decline status from the LFX Meeting Management console.
- Pin meeting time to a particular timezone (i.e. DST won't wreck all your meeting scheduling)
- Subscribable iCal calendar.
- Associate mailing lists with meetings (i.e. one gets all the meeting invites when they subscribe to a mailing list)
- And more...

Rolling this out for Open Mainframe Project

Right now, we use LFX Meeting Management for...

- Top level Open Mainframe Project meetings (TAC, GB, Budget, Marketing Committee)
- Some subprojects:
 - Mainframe Modernization WG
 - Linux Distributions Working Group
 - COBOL Working Group
 - Galasa
 - COBOL Check
 - GenevaERS

By the end of 2023, we would like all Open Mainframe Project meetings to use LFX Meeting Management.

ACTION: Work with project TSCs to transition over; looking for volunteers ;-)