

# Partnership Agreement for Leader and Tech Host

## Leader

**Matt XXX**

916-111-2222 Cell Phone

916-222-3333 home phone

[MattXXX@gmail.com](mailto:MattXXX@gmail.com)

## Tech Host

**Marian XXXX**

916-222-1111 Cell phone

916-555-4444 Home phone

[MarianXXX@yahoo.com](mailto:MarianXXX@yahoo.com)

## Meeting Info

**US Presidents**

(title of program)

Tues 10:00 11:30

(time of program)

September 6<sup>th</sup> through November 29<sup>th</sup>

(duration)

## Zoom Account Info

**Go to CSUS.Zoom.US**

[Ren-XX@CSUS.edu](mailto:Ren-XX@CSUS.edu)

(SacLink account)

Passcode Fall1234/Fall1234

(passcode for that account)

Claim host for this account "123456"

(claim host for the SacLink account meeting)

<https://csus.zoom.us/j/87386604040?pwd=cHdxaENZMMZVFvY1d2NFIYVnVWS1hmdz09>

ID 960 1338 4638 Passcode "Writing"

(ID and passcode for the Zoom meeting)

## PRS Info

[The Renaissance Society | Sacramento State \(csus.edu\)](#)

This is where members enroll in the program and we can email from there

Go to **Online Registration** and then **Admin** on bottom right

Currently, everyone use passcode [rensoc@2022](#)

Task	Leader	Tech Host	Not needed
<b>Before Meeting</b>			
Email weekly reminder?	<b>X</b>		
<b>For the Meeting</b>			
Start meeting		<b>X</b>	
Check name on screen	<b>X</b>	<b>X</b>	
Check waiting room settings			<b>X</b>
Enable CC for participants		<b>X</b>	
Ensure participants setting		<b>X</b>	
Make Leader host		<b>X</b>	
Make Tech Host co-host	<b>X</b>		
Present upcoming Forum & ASI Slides		<b>X</b>	
Explain Zoom etiquette		<b>X</b>	
Record meeting	<b>X</b>		

Monitor raised hands		<b>X</b>	
Monitor participants audio		<b>X</b>	
End Meeting	<b>X</b>		
<b>After Meeting</b>			
Trim recording – copy link and send to Leader		<b>X</b>	
Send out group email with link to recording and note for next week	<b>X</b>		