

**Virtual Meeting software report.**

	<b>Cost</b>	<b>Security</b>	<b>Max number of people in a meeting</b>	<b>Availability</b>	<b>Ability to add landlines to meeting</b>	<b>Other features</b>	<b>Access for external users</b>	<b>Bandwidth required</b>
<b>Microsoft Teams</b>	Requires Microsoft 365 Business account. Basic account is £3.65 per month + VAT per account	Can also designate someone from outside an organisation as a guest so they have less access to data being shared. Approval needed for all participants outside of the main Team (SV, YH, JO)	250 – 9 on screen at once	<a href="https://products.office.com/en-gb/microsoft-teams/download-app">https://products.office.com/en-gb/microsoft-teams/download-app</a>	Yes with business version, but requires an additional licence. We cannot add landline numbers to our meeting requests currently. The licence would be an additional £36.96 per user per month.	Q & A, polls, screen sharing, presentations, plan to add walkie talkie functions so you press a button to speak. While you can record the audio and video of a meeting, you cannot record the chat for a meeting. The chat is not timestamped. Although you can control who can enter, it is not lockable. Has a hands up function for easy voting.	You can join a meeting without an account, you will be asked whether you want to download the app or join via the web. If joining via the web it is best to use Microsoft Edge or Chrome. If on a mobile device, you will be asked to download the app. CC use Teams, and will have many committee's and working groups remaining virtual going forward.	1.2mbps

<b>ZOOM</b>	Basic package is free; business package is £11.99 - £15.99 per month per host	Security measures have been added whereby all participants to a meeting have to be approved by the meeting creator	100 - 49 on screen at once	<a href="https://zoom.us/download">https://zoom.us/download</a>	Yes but extremely expensive, approx. \$110 per month per user according to Zoom website.	Comments, screen sharing, presentations, can be streamed via social media for public meetings. You can record the meeting and the chat. Meetings are lockable	You do not need to have an account. You will be asked to download the web app the first time you join through a web browser, or you can join via the mobile app. You are given a code which you can enter on the website to join.	600kbps minimum, 1.5mbps recommended
<b>GoToMeeting</b>	£15 per user per month, currently we have two users: SV & YH. However, others have been able to log in to their accounts	Has meeting lock to ensure that no one can stumble into your meeting, but that has to be activated.	10-100 depending on plan – 25 on screen at once	<a href="https://support.gotomeeting.com/help/download-now-g2m010002">https://support.gotomeeting.com/help/download-now-g2m010002</a>	Yes	Live comments, screen sharing, presentations. You can record the video, audio and the chat. Chat is timestamped for easy minute recording. Meetings are lockable.	You do not need an account. You can enter via the web link which works best on Chrome or Edge; by opening the mobile app and entering the meeting ID, by going to the website and entering the meeting	1mbps minimum

	to set up meetings .						ID, or by calling the telephone number on the invite. Joining via the website or telephone should not be technologically impossible for any computer e.g. by Cornwall Council computers even though they use Teams.	
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## **Device report for virtual meetings and onward long-term use**

Deputy Mayor Councillor Sandra Mitchell has indicated that a laptop or tablet with a larger screen for the purposes of remote meetings would be ideal, as her mobile phone screen shows things as very small and difficult to see, and the sound quality is not great. Will try a webcam and microphone as an intermediate measure.

Councillor Ian Barlow has indicated that the issue may be more around the meeting software itself rather than the hardware being used and believes there should be more time invested into fixing that issue. Has tried multiple hardware platforms on GoToMeeting with issues, despite using the same hardware on Zoom without any issues.

Councillor Jane Pascoe believes that her hardware has compatibility issues with GoToMeeting, and uniformity with Cornwall Council's use of Microsoft Teams would be the best solution to this. Cornwall Council have also shown that mic's being consistently on along with cameras significantly reduce bandwidth, which in Cllr Pascoe's poor reception area has a huge impact.

A tablet could have future use for the Facilities team, being used for COSHH inventory, playground inspections, and GPS location marking for damaged property. For the best long term use I would suggest a "rugged" tablet which can be used in wet weather, with the user wearing gloves, or in bright conditions. Samsung have such a tablet: the Samsung Galaxy Tab Active 2 8 Inch LTE 16GB. I have found it on Amazon for £369.97 with free delivery. It has an 8-inch screen, which is larger than a standard smart phone screen size of 6 inches or under. A Samsung tablet would also be completely compatible with Microsoft Office products, and a video conferencing app could be installed on the tablet in the same way as with a mobile phone.

[https://www.amazon.co.uk/Samsung-Tab-Active-8-Inch-Tablet/dp/B0784NVZ5S/ref=sr\\_1\\_3?adgrpid=59029440451&dchild=1&gclid=CjwKCAjwmMX4BRAAEiwA-zM4JgNAEXiibeI6OpCLQjRQ50VuyPGy-IG9Mg9zihJnFKTCWydvbwpojhoCLHkQAvD\\_BwE&hvadid=259137400046&hvdev=c&hvl ocphy=1006879&hvnetw=g&hvgmt=b&hvrnd=8395673875170839679&hvtargid=kwd-297457620135&hydadcr=18854\\_1755682&keywords=samsung+tab+active&qid=1594977726&sr=8-3&tag=googhydr-21](https://www.amazon.co.uk/Samsung-Tab-Active-8-Inch-Tablet/dp/B0784NVZ5S/ref=sr_1_3?adgrpid=59029440451&dchild=1&gclid=CjwKCAjwmMX4BRAAEiwA-zM4JgNAEXiibeI6OpCLQjRQ50VuyPGy-IG9Mg9zihJnFKTCWydvbwpojhoCLHkQAvD_BwE&hvadid=259137400046&hvdev=c&hvl ocphy=1006879&hvnetw=g&hvgmt=b&hvrnd=8395673875170839679&hvtargid=kwd-297457620135&hydadcr=18854_1755682&keywords=samsung+tab+active&qid=1594977726&sr=8-3&tag=googhydr-21)

By contrast, an iPad with a larger screen would be £349, and even with a rugged case at a further cost, would not be as usable in wet or bright conditions outside.

Another option could be a 2-in-1 convertible laptop, which can have the keyboard easily folded away to become a tablet. While not a rugged solution, it could provide some functionality for outdoor use, such as for taking pictures and tagging locations of damaged property. As a laptop it could also be used for virtual meetings, which are likely to be more common going forward. The Microsoft Surface Go 2 has a 10.5" screen and is available for £399 on the Currys PC World website. As it has a Windows operating system, it should not have any compatibility issues with our current working systems in the way an Apple product could.

<https://www.currys.co.uk/gbuk/computing/laptops/laptops/microsoft-10-5-surface-go-2-64-gb-platinum-10207177-pdt.html>