



Arizona Telehealth Broadband Action Team (BAT)

Monthly Meeting: Tuesday, May 5, 2020, 2:00-3:00 pm

Zoom Meeting ID 373 447 491 (or call 669 900 6833)

(See next page for Zoom instructions)

This is an interactive meeting. Please join via video if possible and ensure that your camera is on. Please keep your mic muted when you are not speaking.

Meeting Leaders:

- *Jeff Sobotka, VP and State Broadband Director, Arizona Commerce Authority, BAT Leader*
- *Nancy Rowe, Associate Director for Public Policy & Outreach, Arizona Telemedicine Program, BAT Facilitator*

Agenda

1. Updates: Arizona broadband and the COVID-19 Public Health Emergency – Jeff Sobotka
2. 2020 USDA Distance Learning & Telemedicine Grant Program overview – Jeff Sobotka
3. Updates: Broadband news – Mike Holcomb, Associate Director, Information Technology, Arizona Telemedicine Program
4. Discussion: Broadband issues BAT members have sent in (see attached spreadsheet), other issues and updates – Group
5. Arizona Broadband Stakeholder Network's COVID-19 Digital Access Task Force – Steve Peters, AZBSN Coordinator and Janet Major, Associate Director for Facilities, Arizona Telemedicine Program
6. Adjourn until June

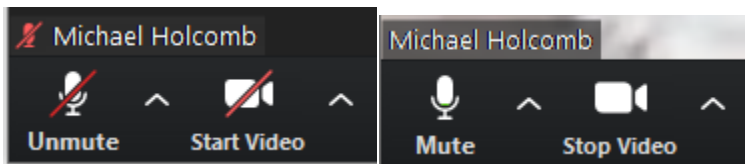
Recommended Zoom meeting preparation:

Test connecting to a Zoom meeting from the location, device and network that you will be using to join this meeting.

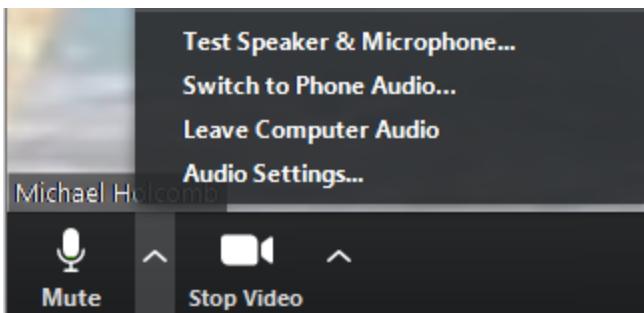
1. [Install the most recent version of Zoom](#) on your device (or update to the latest version)
2. [Connect to a Zoom test meeting](#)
3. Confirm that your camera, speakers and microphone are working properly:
[Zoom's instructions for testing speakers and microphone](#)
[Zoom's instructions for testing your video camera](#)

Controlling audio from your microphone:

4. In the Zoom meeting software, the controls to mute / unmute audio are located at the bottom left of the Zoom meeting interface. If you don't see these controls, move your mouse within the Zoom meeting window, or if using a tablet or smartphone, touch the screen to reveal these and other controls.



5. In case you encounter audio difficulties, you can manage your audio settings via the caret “^” next to the microphone symbol.



(PC/Mac audio settings option list shown)

6. **If you join the meeting audio by phone call, you can mute and unmute your phone's microphone by pressing *6 to mute and *6 again to unmute as needed.**