CCSDS Navigation WG
Virtual Meeting Ground Rules

GENERAL
- Meetings will be conducted on Webex.
- Four roles will exist for these meetings: Chair, Presenter, Participant, and Everyone. Given the WG structure and the published meeting agenda, these roles shouldn't require much further definition. "Everyone" = Chair+Presenter+Participants.
- The Chair will strictly manage the meeting's timeline.
- Presenters are responsible for presenting their material and for maintaining their own notes relevant to their respective documents.
- Given the virtual format, it will not be as easy for Participants to raise questions for discussion as it is in our typical face-to-face format.

GATHERING TIME
- The Chair will start the Webex session 20 minutes prior to the official start time so WG members can join and test their connectivity.
- During Gathering Time, video is OK so everyone can see and casually converse with fellow WG members.

THE MEETING
- Once the meeting officially starts, in order to reduce audio and video latency and preserve bandwidth, Everyone will turn off their video cameras and close any unneeded browser windows on their systems, and each Participant will mute their microphones.
- If possible, Everyone should use headphones to eliminate feedback.
- Only the Presenter and the Chair will keep their audio enabled: the Presenter to present their material, and the Chair to authorize questioners to speak. Participants will keep microphones muted until authorized to speak by the Chair.
- Participants that have a question or comment should type "Q" in the Webex Chat window and wait for the Chair's authorization to speak. The Chair will call upon Participants in the order that their "Q" is received. When authorized to speak by the Chair, the Participant should turn on their audio and address their question/comment to the Presenter. Dialog between the question/comment submitter and the Presenter is encouraged if needed. The Participant should turn off their audio when the diaglog is satisfactorily concluded.
- The Chair will constantly monitor the Webex Chat window and may request that the Presenter stop periodically depending upon the question/comment traffic.
- Follow-on comments and questions not critical to the real time discussion, and questions not addressed within each session's time allocation should be submitted via email to moims-nav-exec@mailman.ccsds.org for a response from the Presenter.