Reading Patient Voice Group
AGENDA

BOB Integrated Care System
Berkshire West Place
Reading Locality

Hybrid Meeting of the Reading Patient Voice Group

Time: 6pm on Monday 29 January 2024

Venue: Online via Teams and in person in Room 4a, Reading Civic Offices, Bridge Street

For Teams use and tips please see below.

MEETING LINK

Please click here to join the meeting via Microsoft Teams

There is also a link for those attending online on the web page reached via this link:

Please click here for the meeting announcement web page

Agenda: Monday, 29 January 2024   Time: **6.00** - 7.45

1.	Apologies and Introductions	6.00-6.05
2.	Introduction to the Draft Strategy documents	6.05-6.20
3.	Priority 1	6.20-6.35
4.	Priority 2	6.35-6.50
5.	Priority 3	6.50-7.05
6.	Review of Questions and Views	7.05-7.20
7.	Any Other Business	7.20-7.25

Next Meeting: 7.30pm 6th Feb - BOB Primary Care Online Consultation   **PTO**

Information for Those Attending Online

Time: Wed 29 January 2024, 6pm - 7.30pm

Advice and Tips on Using Microsoft Teams

Browsers Microsoft Edge or Chrome or Apple Safari are best for using Microsoft Teams.

When you click on the above link you should be shown a screen which offers you either to continue in the browser or to use the Teams app. It is fine to continue in the browser if you do not have the app and that is the easiest thing to do. Make sure your browser is using full screen or you may miss something.

After making your choice you should be shown a screen with the view from your own camera, logos of a microphone and of a film camera, and a button labelled "Join Now". There may be an invitation for you to enter your name - if so please do so. You can switch your microphone or camera on or off by using the clickable buttons to the right of the microphone and camera logos. When you are happy with the setup please click on "Join Now".

In the unlikely event that the event has been set up incorrectly by the council team you may need to click on "Join anonymously".

You will be held in a waiting room until admitted - so it is very useful for you to have entered your name at the previous stage.

Once admitted you will see some of the participants and some round logos with initials of others.

The controls appear when you move your cursor to the lower part of the screen in the middle (or for some it may be the upper part - please try it out). The controls have logos for the camera and microphone and you should see a hand which allows you to "electronically raise your hand" (and then to lower it again). There is a speech bubble - click on it to show a side panel or window which contains the chat - text messages exchanged by people attending the meeting online. There is a logo of several persons - click on it to display a side panel or window showing all attendees and whether they have raised their hands. Please use the microphone logo to mute your microphone most of the time, but unmute it when you are invited to speak.

Most laptops and desk computers have poor sound so it is useful to have speakers or headphones which give a much better audio experience.