

## Table of Contents

1	Scope .....	2
2	Project Team.....	2
3	Summary.....	2
4	Budget Summary .....	3
5	Assumptions .....	3
6	Open Issues.....	4

## 1 Scope

Implement an inexpensive audio and video (AV) system, in the Beach office boardroom, to record board meetings. The AV may be live-streamed during the meeting, and will be available from the Internet within days after the board meeting.

This plan is a *minimal* cost and effort approach to recording meetings in the Beach Office Boardroom.

## 2 Project Team

- Keith Van Der Maaten
- Paula Riso
- Kelly Cadiente
- John Bardos

## 3 Summary

The overall approach and quality will be similar to these examples, with room coverage closer to San Juan Capistrano, and video quality closer to Turlock Irrigation District.

- [San Juan Capistrano, http://sic.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=1511](http://sic.granicus.com/MediaPlayer.php?view_id=3&clip_id=1511)
- [Turlock Irrigation District](#)

1. Use a single camera to cover most of the room.
2. The video recording will be *fixed* in this one position for the duration of the meeting.
3. The camera will be located just above the door into the conference room, pointing towards the dais. In view will be the dais, and the conference table with MCWD staff along the map wall. Also in view will be the podium located near the door into the printer/server room.
4. The podium speaker will be roughly in 1/4 view, so you will see the speaker mostly from behind.
5. Camera operation (recording and live streaming) will be controlled on a laptop by Paula Riso. This process will be started and ended with the meeting. It is intended that there will be no editing of this video. Live streaming will be done via the MCWD Facebook site.
6. Recorded video content can be subsequently hosted on either the MCWD.org web site, or on servers at the Beach Office. The MCWD.org web site, and the Facebook site, can contain links to the video files.

7. Presentations (e.g., PowerPoint slide shows) will be run on the laptop. Paula will initiate the presentation on the laptop, and the person leading the presentation will have a remote control & laser pointer to step through presentation.

## 4 Budget Summary

- Camera: \$200
- Speaker(s): \$200
- Software: [OBS](#) (free)
- Laptop: [Dell Intel i7 Processor, 8GB Memory](#) \$700
- Monitor: \$200
- Long HDMI Cable: \$100
- Task Table w/ adjustable height: \$200
- Presentation remote control and laser pointer: \$100
- **Total: \$1,700**

This assumes that MCWD reuse existing projector, possibly have the projector ceiling mounted by in-house staff.

We can upgrade the project and screen, or buy a large screen TV, for an additional \$1,500.

## 5 Assumptions

#	Description	Owner	Status
1.	The existing audio equipment has been recently tested and works well. There are 5 seats and microphones on the dais, and 5 additional wireless microphones, one of which will be used on the podium.	John	Closed
2.	One camera will be used to cover the room, covering the dais and staff table, and the podium (largely from behind).		Open
3.	A laptop in the boardroom will be used to control the video, and perform the recording and live streaming.		Open
4.	The AV system will be setup in advance of meetings, and <i>easy</i> enough for <i>anyone</i> to start and stop recording and broadcasting.		Open
5.	There will not be post-production video or audio editing.		Open
6.	MCWD will store on a rolling previous 12 months of board meeting videos accessible from the Internet. Older videos will continue to be stored		

## 6 Open Issues

#	Description	Owner	Status
1.	Determine camera and recording specs (final video resolution) required so that it is clear who is speaking.  Existing board meeting recordings are resolution 352x240, 29fps; audio bitrate is 256 kb/s. This is marginally sufficient at distance to determine who is talking; typically a close up (upper body) framing is used when someone is speaking; occasionally, the dais is shown at a frame with 3 people, and it is marginally sufficient to determine who is speaking.	John	Open
2.	Might need an amplifier for the external speakers.	John	Open