

Hazel Roxby

From:
Sent: 21 July 2021 12:48
To: Hazel Roxby
Subject: Meeting camera proposal

I tem 11-2.

Hi Hazel,

Following on from my meeting with Simon and Ian at the Steyning Centre yesterday evening, here is a summary of our findings:

Microphones: 2x [Jabra Speak 710 Speaker Phone - Amazon.co.uk](#) (£147+vat each) – These will connect to the laptop using Bluetooth (wirelessly) and can be charged up with about 15hrs battery life. This means there don't need to be any trailing cables. They can work as an individual unit which might be better suited for the smaller meetings in the committee rooms, or you can pair them together which should work better for the bigger meetings.

Microphone Stands: Supplied by Tom – Approx £65 each (2 required) to include a quick release plate mechanism and mount for Jabra speakers. These would be nice and keep things neat when used in the bigger rooms, but these aren't essential, you could just put the mics on tables.

Camera: We have decided to try a budget webcam initially [Mcbazel 1080P Webcam - Amazon.co.uk](#) (£19). This webcam has a reasonably wide angled lens. We hope that this will be sufficient, however there is a chance this budget option won't give us the angle and coverage we need. If this is the case then the best option will be to purchase a much more expensive camera with 180 degrees field of view. This will be: [Jabra PanaCast - Amazon.co.uk](#) (£500+vat)

We also touched on the method of recording/streaming which is a bigger question of whether you want to live stream or not. Essentially there are two options:

1. Record the meeting to a laptop and then upload that recording to YouTube. This can then be embedded on the SPC web page as we're doing now.
2. Live stream the meeting to YouTube, this will also be recorded live on YouTube which can then be embedded on the SPC webpage.

Purchase timeline: We decided in our meeting that it would be sensible to purchase the items from Amazon which gives us a good returns policy should any of the devices not meet our needs as we hope. Ideally we will purchase these ahead of a couple of meetings so we can give them a good test.

I hope this gives all the info you need,

Thanks,

Tom