


Instructions for SWE-CSE BOF Breakout Discussions

Choosing a Breakout Room

- We will use **Zoom breakout rooms** for interactive discussions among participants.
- Each breakout room will focus on a particular topic -- **choose a topic that interests you**
 - Look for the **Breakout Rooms**  button on your Zoom meeting controls to get a list of the breakout rooms
- Please limit to **~10 people per room** -- there are multiple rooms available for each topic
 - You can leave your room and move to another



Guidance for Breakout Discussions

The organizers are planning to summarize the BOF discussions for the [BOF web site](#) and a blog post for [BSSw.io](#). Since we can't be in all of the discussion rooms, we need your help to produce a record of your discussions.

- Once membership in your room as stabilized, please select people for the following roles:
 - Moderator** (keep the discussions polite and ensure everyone has a chance to speak)
 - Note-taker** (lead for note-taking, but all can help)
 - Reporter-outer** (it's not a hard job)
- All participants find the Google Doc for your room in this folder:
https://drive.google.com/drive/folders/1wUKxeLjG5j3_GAvDIryr8F3RoJu51--!/?usp=sharing
- If you'd like your participation to be acknowledged in the summaries, please add yourself to the **participants table**
We will **not** publish email addresses, but we may contact for help with the summary
- Proceed with the **discussion** of your topic, taking notes as you go
 - Don't feel that you're "stuck" with a topic. It is fine to follow the conversation where it takes you.
- **About 10 minutes before the end of the breakouts, we'll send a message for you to start wrapping up**
 - Please use the remaining time to produce two things:
 - a **short summary** of your discussion (perhaps a few bullets) and
 - a single **take-away message** (bullet) for a report back to the full group of at most **one minute**
- We'll close the breakout rooms to bring you back to the main room for the report-backs

Report-Backs

- Each discussion group will have **one minute** to present the main take-away from their discussion
- Reporter-outers, please use the Zoom **raise hand** feature (under the **Reactions** 🗨️ button on the Zoom meeting controls) so that the moderator can call on you
 - Share your camera if you like, but do not share your screen
 - Please **state your topic and your take-away message**

