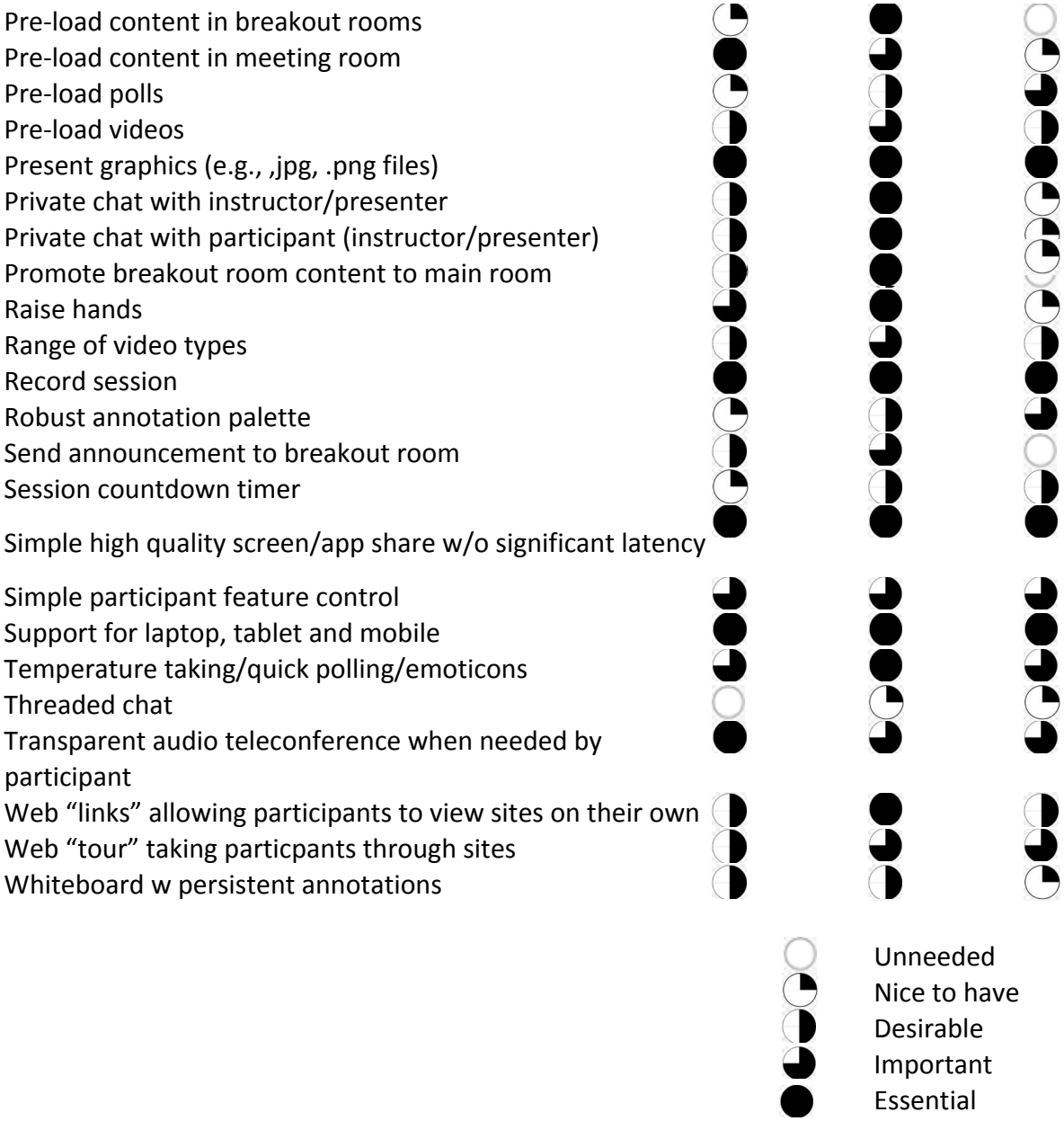
Virtual Meeting Platform Requirements

Feature	Web Conference	Virtual Classroom	Webinar
Add text boxes to slides	◔	◕	○
Add text boxes to whiteboard	◔	●	○
Archive poll results	◔	◕	●
Auto distribute participants to breakouts	◑	◕	○
Branding - logo	◑	◔	◑
Breakout room visit without substantial delay	◔	●	○
Breakout rooms	◑	●	○
Configurable room layout	◕	◑	◑
Configurable webcam video quality (key frame, fps, etc)	●	◑	◑
Delete annotation objects (drawing, clipart, text box, etc.)	◔	◑	◑
Drag and drop graphics	◔	◔	◔
Easily accessible audio/webcam in-room test and setup	●	◕	◔
Edit text box entries	◔	◕	○
File transfer from room	◑	◑	◕
High quality reliable VOIP audio	●	●	●
High quality webcam video	●	◔	◕
Highlight chat posts for viewing	◔	◑	◑
Instructor plan/agenda/guide	◑	◑	◑
Instructor prep mode (during session)	◑	◑	◑
Invitation template for email	●	○	●
Invite attendees from room	●	◔	◑
Onscreen "playlist" of available content	◔	◔	◔
Participant access to meeting room w/o instructor	○	◔	○
Pause/restart recording	◕	◕	◑
PDF conversion	◕	◕	◑
Persistent content in meeting room (after meeting closes)	◔	◔	○
Play mp3 audio	◔	◔	◔
Play YouTube unlisted video	◔	◕	◕
Pointer (Instructor)	●	●	●
Pointer (participant)	◑	◕	○
PowerPoint/Keynote conversion	◕	●	◕
PowerPoint/Keynote transitions/animations	◕	◑	◕
Pre-assign breakout room occupants	◔	●	○


Pre-load content in breakout rooms
Pre-load content in meeting room
Pre-load polls
Pre-load videos
Present graphics (e.g., ,jpg, .png files)
Private chat with instructor/presenter
Private chat with participant (instructor/presenter)
Promote breakout room content to main room
Raise hands
Range of video types
Record session
Robust annotation palette
Send announcement to breakout room
Session countdown timer
Simple high quality screen/app share w/o significant latency
Simple participant feature control
Support for laptop, tablet and mobile
Temperature taking/quick polling/emoticons
Threaded chat
Transparent audio teleconference when needed by participant
Web “links” allowing participants to view sites on their own
Web “tour” taking particpants through sites
Whiteboard w persistent annotations
Unneeded
Nice to have
Desirable
Important
Essential