

4:30 - wait for virtual room to fill up - give it a few minutes before starting

4:35/4:37 - Self introduction and opening remarks

- Self Introduction - "Hi my name is Devyn Waggoner, I am the event coordinator at the Houston West Chamber of Commerce. Thank you all for being a part of our first Virtual Happy Hour. Remember, no pants are required for today's meeting!
- Agenda Layout - "before I go into details for today's Happy Hour.. I want to lay out the agenda. Opening Remarks | Explain Bingo | Housekeeping Rules | Introductions | Group Q&A | End
- "We will be doing a Happy Hour weekly, every Thursday at 4:30pm. After our Happy Hour today I will send a link for you to register next week. We understand that everyone here has been impacted one way or another with COVID-19, but we want to keep our Happy Hour POSITIVE and for it to be a mental break! Today we have a virtual bingo that you can play in the Background. I emailed everyone the bingo card earlier today and also included the link for the bingo in the zoom chat. I suggest to have this up side by side with your zoom window. To win - simply mark out three boxes in a row either horizontally, diagonally or vertically. The first person to get BINGO,

shout out BINGO and tell us how you won! Today's bingo is sponsored by People's Trust Federal Credit Union. We have Katrina Esco with us today representing People's Trust! Katrina would you like to saw a few short words?

- Katrina Speaks
- Housekeeping Rules -
 - Please Turn off or limit all background noise.
 - Please no talking over someone. I will interject if you are talking over someone and let the 1st person finish their sentence
 - if you have any question during our happy hour, simply raise your hand
 - in the chat area, please put your contact information so that someone may get a hold of you after this if they wish. You may also save / download the chat at the end of this happy hour to reference later.
 - if you have any technical difficulties during this, please personally message Corina for assistance
 - If at any time you need to exit the meeting, you may do so. (Corina is part of our staff and we found it helpful to have a person dedicated for technical difficulties instead of the moderator pausing to help someone!)

- Introduction - please be brief, introduce your name and business. I will unmute each person individually and call on you to introduce yourself.
- Group Q&A - explain how it works. "I have a set of questions and I will randomly call on you to answer. If at anytime anyone else wants to comment or add anything to what someone is saying, please raise your hand to comment! Lets have some fun!

****Questions**** (I will choose 1 person at a time and to keep conversation flowing i will choose 1-2 more people to comment or add to what the 1st person said)

1- What is something you have been putting off doing that now you suddenly have time for?

2- What are your plans for this weekend?

3- What shows / movies have been helping you cope during this time?

4- What is one small thing you are doing to bring a little joy or comfort to your day?

5- What are you drinking for our happy hour

6- What is the most hilarious thing you have seen that has distracted you from work?

7- What do you do to help from feeling isolated?

8- Are you secretly enjoying this time away from reality?

9- What is the first thing you will do when business returns to normal?

10- If you are working from home, describe your new co-workers. Mine are needy and meow a lot.

6:00 pm. Again, thank you all for joining us at the HWCOC for our very first No Pants Happy Hour. I hope everyone had a great time. I will send you all the link for next weeks happy hour. Next week, I am thinking we will have a game night?! Have a great night!

*FIN

Happy Hour was on 3.27.2020.

Attendance - 45 people

Tip - for admin: Go into Zoom account settings on website and turn on the function to live stream to facebook.

<https://www.youtube.com/watch?v=UkX640vqozE>

Log in to start the happy hour early to start the live stream to facebook as this can take up to 5 minutes depending on wifi strength.

Email me at any time at events@hwcoc.org