

<https://youtu.be/t4p-a0L4fd8>

Template Structure

- H1 name of the Group/Project (at top, once in the document)
 - H2 Meta Information
 - Link to Repo
 - Link to Project Board
 - Calendar Invite
 - Connected groups/teams reporting to
 - Connected groups/teams reported to
 - H2 Date and Title of meeting (every meeting connected to name H1 Group/Project, use gDoc function @meeting)
 - H3 pre-meeting area
 - H4 Headline
 - H4 Main Topics to be discussed (NOT full agenda, focus on the main 3 to 5?)
 - H4 People/Teams/Skills needed (ideally fit the Main Topics, add the needed skill to the Topics instead of an extra line)
 - H4 Preparation (PRs, Issues, Documents, technical drawings, ... PRs, Issues or documents, that will be decided on, merged or referred to in the upcoming meeting)
 - H4 Links to agenda, notes, slides, ...
 - H3 During Meeting
 - H4 Attendees
 - H4 Agenda
 - H4 notes (needs to be filled, agenda is NOT enough; during or after meeting, needs to reflect the meeting content. e.g. a miro interactive session still needs at least a sumup or the main screenshots added)
 - H4 Action Items
 - H3 post-meeting area
 - H4 Headline
 - H4 Abstract
 - H4 Next steps/action items
 - H4 Links to notes, slides, recording

OPTIONAL

- H1 Glossary
- H1 Goals/Missions/etc

Template to use

SC / SIG / SP / WG / ... Name of Group or Topic

Meta Information

- Link to Repo
- Link to Project Board
- Calendar Invite
- Connected groups/teams reporting to
 - Name w/ link
 - ...
- Connected groups/teams reported to
 - Name w/ link
 - ...



2022-04-27 16:57

- Fybrik presentation

Mar 9, 2022 | 📅 Community Experience SIG meeting

Pre-meeting area

Headline

Todays ... Meeting will be about ... (Today, ..am/pm EST)

Main Topics to be discussed

Topic 1: Details | Topic 2: Details | Topic 3: Details

People/Teams/Skills needed

SP ..., Skill ..., Team ..., Person ...

Preparation

Links, PRs, Documents, technical drawings, ...

Links to agenda, notes, slides, ...

Agenda for today ...full link to current agenda chapter inside this document

Link to join: ...link

[Calendar entry](#) link

During meeting

Attendees

Invited / +shown up

+ Thorsten Schwesig Thorsten Schwesig

Agenda

- ...

Notes

- ...

Action items

- ☐ ...

Post-meeting area

Headline

Abstract

Next steps/action items

Links to notes, slides, recording

Pure Template

Use @ Meeting Notes

Name of the Group/Governance Entity

Meta Information

{newpage}Date & Time | Title in Calendar

Pre-meeting area

Headline

Main Topics to be discussed

People/Teams/Skills needed

Preparation

Links to agenda, notes, slides, ...

During meeting

Attendees

Agenda

- ...

Notes

- ...

Action items

- ☐ ...

Post-meeting area

Headline

Abstract

Next steps/action items

Links to notes, slides, recording

