

Nation of Makers



Name: mcp-27-call-notes-howto

Title: How to create a call notes doc

Status: This document is a collaborative draft and can be edited by anyone.

Please see the [MCP-0-readme document](#) for an overview of how these files are created and structured.

1. Go to the MCP folder at <http://bit.ly/nom-mcp>.
2. Sort the folder by name, scroll down and find the next unused document number. Remember that number -- we're going to call it NN below.
 - a. In other words, if the highest-numbered document is currently 57, then NN will be 58.
 - b. Beware the sorting is alphabetical, not numeric; the highest number in use is probably somewhere in the middle.
3. Sort the folder by date, and find a recent call notes doc for a call similar to the call you're preparing for.
4. Create a new doc by right-clicking the previous call notes doc, and selecting "Make a copy".
5. Open the "Copy of ..." doc you just now created, and clean it up:
 - a. In the field up at the top, rename the doc to mcp-NN-call-notes-XXX, where NN is the next number available, and XXX is the title of the call, all lowercase. You can come up with a decent title by looking at the new agenda.
 - b. Replace the name and title down in the headers
 - c. Update the date, agenda, attendees, etc.
 - d. Make a second copy of the agenda into the bullet points to start the "Notes:" section.
 - e. Make a blank Q&A section at the end, with a reminder for how to unmute.
 - f. Delete everything else that's not needed for this call.
6. Using bit.ly, tinyurl, or goo.gl, make a short URL to give to call attendees.
 - a. Set the #conference_room topic to that URL and/or post the URL in the slack channel, hangout, or other chat session that you're using for the call.
 - b. Encourage other attendees to help you edit.
 - c. Post the URL again and repeat the call for editing help a few minutes into the call.
 - d. Post the URL again before Q&A starts; encourage people to add their questions at the end of the doc. Interleave answers there later.
 - e. Be prepared to read aloud any questions by attendees having audio problems and/or are otherwise going unanswered in the doc.