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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.