

Onboarding Workgroup Minutes: 24th August 2023

SUMMARY (for archives)

Present: Sucre'nSpice (facilitator), Headelf, Vani, Tevo, Slate, Devon

Meeting notes:  Onboarding Workgroup minutes, 24th Aug 2023

Minutes of last meeting: agreed as a correct record

Action items: all done

We discussed:

- Slide deck for Onboarding session - particularly, how to communicate to new people that they are invited to take the initiative, the idea that things are in flux and might change, and the roles and levels, which are not yet fixed.
- Date for Onboarding session - decided on Thurs 7th Sept, 14:00 UTC
- (briefly) improvements to Getting Started channel

Action items:

- ☐ **ACTION:** All to continue to use  GETTING STARTED CHANNEL to add info that should be there.
- ☐ **ACTION:** WaKa and Demonix to continue to work on improvements to Getting Started (unclear if they want to use the above doc or not)
- ☐ **ACTION:** All to tweak the [slides for the Onboarding session](#) between now and next week's meeting: especially the slide on Ambassador rewards

Next meeting: Thurs 31st August 2023, 13:00 UTC

Meeting minutes

1. Action items from last meeting: all complete

- ☒ **ACTION** - Vani to draft slides for onboarding meeting
- ☒ **ACTION** - Tommy to nudge Walter reimprovements to the Getting Started channel
- ☒ **ACTION:** All to use this doc to add the info that should be in there
 GETTING STARTED CHANNEL

2. Action items from this meeting

- ☐ **ACTION:** All to continue to use  GETTING STARTED CHANNEL to add info that should be there.
- ☐ **ACTION:** WaKa and Demonix to continue to work on improvements to Getting Started (unclear if they want to use the above doc or not)
- ☐ **ACTION:** All to tweak the [slides for the Onboarding session](#) between now and next week's meeting: especially the slide on Ambassador rewards

3. Onboarding Session

- We discussed [Draft slides](#) for the onboarding session - useful discussion, particularly on how to communicate to new people that they are invited to take the initiative, the idea that things are in flux and might change, and the roles and levels, which are not yet fixed
- We picked a date for the Onboarding session: Thurs 7th Sept, 14:00 UTC (the usual Onboarding slot)
- We noted that we'll need to publicise it

See Planning doc [☰ ONBOARDING SESSION](#) , and [onboarding video](#):

4. Getting Started channel

- Lots of new points have been added to [☰ GETTING STARTED CHANNEL](#) doc
- Walter and Demonix will continue to work on Getting Started, and Walter has raised several issues in Discord about it, including [here](#) and in the new Forum channel
- It's unclear whether Walter and Demonix want to use the info in [☰ GETTING STARTED CHANNEL](#)
- Tevo raised the suggestion to look at and add *Onboarding Requirements for Workgroup* types (draft info found in [Process Modeling Workgroup Miro](#)) but we didn't have time to get to it, so it has been added to the agenda for next week.

5. AOB

None.

6. Date and time of next meeting

Thurs 31st August, 14:00 UTC