

Meetings Instructions Page

This is a page to test how we can use wiki's for better meeting task list/agenda/minutes creation.

The requirements of using the wiki is such that it is easier for people to add items pertinent to themselves for the meetings, or to add/change/delete items from related items to keep the group informed of their activities and how we as a group can help each other.

Wiki Structure and Page Identification

The basic format is that a wiki page should be created related to each type of meeting. For example, we have a page for the [IEPM Group Meetings](#) and another for the [MAGGIE-NS Meetings](#).

Underneath that page, we have a list of child pages that are dated in the format:

```
<meeting name> YYYYMMDD
```

The datestamp at the end implies the status of the meeting outcome at that time.

Also, there must be a wiki page in the format:

```
<meeting name> Current
```

which is the most up-to-date version which should be the only version that is edited.

Typically, after a meeting, the Current version should be copied (via Page Operations -> Info -> Operations: Copy) and renamed to the current datestamp.

Page separations



This is under test and may require different ways of publishing previous versions of the meetings.

The use of a single wiki page for long lists, such as that for the [IEPM-NIIT Task List Current](#) makes things difficult to find a specific item quickly.

Method

The method used will be to try to use the `{include:}` wiki markup tag to help separate out the various lead tasks to separate wiki pages.

The use of this requires that the numbering remains and that it is still possible to keep archive copies of the meetings.

what follows is the following wiki markup code:

```
{include:Meeting Test Item 1}  
{include:Meeting Test Item 2}
```

This results in:



1. Task 1

- a. Action 1
 - i. Sub-action 1
 - ii. Sub-action 2
- b. Action 2
 - i. Sub-action 1

1. Task 2

- a. Action 1
 - i. Sub-action 1
- b. Action 2

Note that the lead level task has lost all numbering.

The advantage to having it like this is that each task list can be kept separate for editing and be included at an appropriate place in the wiki (eg say we have a 'PerfSONAR Tasks' page, we can edit that independantly of the main task list - yet have it included in the 'group list').

A problem is that when it comes to editing the meeting document as a whole, we would have to open each task separately.

Archiving

It is currently suggested that when the page is to be snapshotted and dated, it should be exported as a pdf document which is then attached to the meeting page.