

2020-01-11 Geb and Spock Workshop 62 Meeting notes

Date

11 Jan 2020

Attendees

- [Ralph A. Navarro Jr.](#)
- [Jim Turner](#)
- Thomas O'Dea
- [Tyler Putnam](#)
- [Candy O'Sullivan \(Sutherland\)](#)

Goals

- Confluence page organization

Discussion items

| Item | Who | Notes |
|------------------------------|--------------------------------------|---|
| Confluence page organization | Ralph A. Navarro Jr. | <ul style="list-style-type: none">• Cleaned up the document organization in the Technical Skills Share Group space• Moved some General meeting pages to where they belong<ul style="list-style-type: none">◦ from TSSG.TECH Website Development meetings◦ to Technical Skills Share Group meetings• Organized all of the TSSG General meeting documents into one area of the Technical Skills Share Group space• Took steps to make the General Meeting schedule more obvious on how to maintain it.<ul style="list-style-type: none">◦ Changed meeting document titles to leverage ISO 8601 Date naming convention |
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Action items

- ☐ [Jim Turner](#), [Tyler Putnam](#), [Candy O'Sullivan \(Sutherland\)](#) to further organize the [TSSG.TECH Website Development](#) space documents. (e.g. identifying, labeling, and moving meeting notes that belong in the General Meeting space). They will document the steps in the [TSSG.TECH Website Development](#) space
- ☒ Jim Turner, Tyler Putnam to discuss on Wednesday meeting
 - ☒ how to update the TSSG Home space page with upcoming meeting information.
 - ☐ If the right people are there, may discuss conventions (e.g. labeling, naming, date formats, etc.)