

# Meetbot Tips

## Creating meeting minutes with MeetBot

The OPNFV project uses [MeetBot](#) to create and manage meeting minutes on IRC.

When hosting a meeting, please join #opnfv-meeting on irc.freenode.org and take notes in the public IRC channel. Please recommend to other attendees that they join, to spread the load of note taking - it is very difficult to take notes and chair a meeting at the same time.

Meeting minutes and raw IRC logs are saved at the [LF IRC log server](#) under the IRC channel name (e.g. for [opnfv-meeting](#)).

The Meetbot eavesdrop logger is also in place for many channels. For example: <http://meetbot.opnfv.org/eavesdrop/%23opnfv-joid/>

The full guide to MeetBot syntax is [here](#).

## Beginning and ending a meeting

- `#startmeeting BGS weekly meeting`: At the start of a meeting, issue a `#startmeeting` command followed by meeting name
- `#chair ChrisPriceAB`: The IRC handle of the person who starts the meeting is initially the only person who can set topics, agree on actions and end the meeting. Add other people to enable multiple people to manage the meeting.
- `#endmeeting`: Ending the meeting frees MeetBot up for other meetings, and posts the links to the HTML and raw minutes in the IRC channel

## Taking notes

- `#topic Review action items`: Start by setting a topic. A new `#topic` automatically changes the topic and closes the previous item
- `#info dneary suggested using MeetBot for meeting minutes`: `#info` is the most basic MeetBot command, recording a note
- `#link http://wiki.opnfv.org/wiki/meetbot`: a `#link` command will include a link to an external resource in minutes
- `#agreed OPNFV will be written in COBOL`: Record agreements to document consensus
- `#action Itallgren to port the Linux kernel to COBOL before next week's meeting`: Recording action items creates a summary section at the end of minutes
- `#startvote do you approve a 15 minute coffee break? (+1, 0, -1)`: command to start voting
- `#vote +1`: approval vote (0 for abstain and 1 for non-approval)
- `#endvote`: command to end voting
- `#undo`: Mistakes happen, sometimes multiple people minute the same thing, or record a comment on the wrong topic. `#undo` removes the last addition to the minutes (`#idea`, `#info`, `#action`, `#topic`, etc.) from the stack

## After the meeting

When your meeting is finished, add a link to the HTML minutes summary to the project wiki page, with the date, and send an email to the project mailing list. In the email, cut and paste the output in-channel of MeetBot and send a minutes email to the project mailing list:

```
The OPNFV Test and Performance team met at 3pm UTC on Thursday Jan 15, 2015. Here are the minutes:

Minutes:          http://ircbot.wl.linuxfoundation.org/meetings/opnfv-meeting/2015/opnfv-meeting.2015-01-15-14.54.html
Minutes (text):  http://ircbot.wl.linuxfoundation.org/meetings/opnfv-meeting/2015/opnfv-meeting.2015-01-15-14.54.txt
Log:             http://ircbot.wl.linuxfoundation.org/meetings/opnfv-meeting/2015/opnfv-meeting.2015-01-15-14.54.log.html

Previous minutes are collected on the [[wiki:test_and_performance_meetings|Test and Performance Sub-Group Meetings]] wiki page.
```