


Schedule TSC Working Group Update

Every quarter, the schedule for the TSC working group updates needs to be put in place.

Prerequisites

 You must be an owner or moderator on the TSC mailing list and each of the WG mailing lists in order to create a calendar entry.

Step-by-step guide

1. Add reminder to the [TSC calendar](#)
 - a. Click on the Thursday when the update is due
 - b. Event Name: Hyperledger <name of working group> WG Quarterly Update Due #tsc-wg-update
 - c. Click on "All day event"
 - d. Enter your email in "Organizer's email"
 - e. Description: The Hyperledger <name of working group> WG update to the TSC was due <enter Monday's date>, and it will be presented to the TSC on <enter Thursday's date>. Please review the update at [TSC Working Group Updates](#) prior to the meeting and add your questions to the update.
 - f. Under Reminders, add a reminder for 2 days before the event to send as normal message.
2. Add reminder to the specific working group calendar ([Architecture WG](#), [Identity WG](#), [Performance and Scalability WG](#), [Technical WG China](#), [Learning Materials Development WG](#))
 - a. Click on the Thursday when the update is due
 - b. Event Name: Hyperledger <name of working group> WG Quarterly Update Due #tsc-wg-update
 - c. Click on "All day event"
 - d. Enter your email in "Organizer's email"
 - e. Description: The Hyperledger <name of working group> WG update to the TSC is due <enter due date>. Please be sure that someone from the community completes the update and is available to present it to the TSC on <enter TSC meeting date>. Please follow this [link to create the update](#).
 - f. Under Reminders, add a reminder for 1 week before the event to send as normal message.

Related articles

Error rendering macro 'contentbylabel'

parameters should not be empty