

DCI Working Group Checklist

- ☒ Set up chat channel named #{working-group-name}-wg (see HOWTO Create a Chat Channel)
- ☒ Set up mailing list named {working-group-name}@hyperledger.org (see HOWTO Create a Mailing List and HOWTO Add Moderator and /or Owner to Mailing List)
- ☒ Set up Wiki space using working group space (To be created in the meantime use the Sample WG Home Page as the home page in a blank space)
 - ☒ Configure the sidebar on the space and remove the "Pages", "Blog", and "Space Shortcuts" sections by clicking on the '-' sign next to them until they appear as a '+' sign. Then save the changes.
 - ☒ Edit the space permissions to provide View rights (and only view rights) to anonymous users.
 - ☒ Add description of DCIWG on the main list of Working Groups
- ☒ Set up a section in your wiki space for your Meeting Notes and Zoom recordings
- ☒ Add this wiki space to the "Working Group" menu (see HOWTO Modify Top-Level Menu). Note: List is alphabetical.
- ☒ Work with the WG chair to determine a date/time for the WG meetings. Choose a time that does not conflict with other WG and/or project calls from the community calendar. Make sure they email the request to Community-architects@hyperledger.org
- ☒ Have the WG chair send an invite to linuxfoundation.org_nf9u64g9k9rvd9f8vp4vur23b0@group.calendar.google.com and the new mailing list for the meeting
- ☒ Create an event on the TSC calendar for the first quarterly update (see example). We normally skip at least one quarter before requiring them to do their first update. That gives them time to get things up and running
- ☒ Create an event on the new working group's calendar to remind the subscribers that their TSC update is due (see example)
- ☒ Work with the marketing team to add the working group to <https://www.hyperledger.org/join-a-group>
- ☐ Work with PR team to create a blog post
- ☒ Send out welcome email to the WG chair