Meetup Reference

June 14th, 2018

WRITE THE DOCS | **S**ALT **L**AKE **C**ITY

Welcome to **Write the Docs SLC**!
Sage Robins Henrikson will discuss how to make your life easier while working on multiple projects and teams. The secret? Documentation.

Process documentation

>> What is process documentation?

Your notes:

>> How do we define processes in both our professional and personal lives?

Your notes:

>> How do we use process documentaion?

Your notes:

>> What does it mean to be successful at writing and keeping process docs?

Your notes:

>> How can we handle multiple projects at once with many so many documents?

Your notes:

>> How can we organize, communicate, update, and attempt to stay on top of it all?

Your notes:

Announcements and Agenda

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Announcements

July meetup

Exact date isn't set, but the topic is: Localization! Join the discussion with a localization expert.

When	**Where**
July 12th, 7pm *Tentative*	Salt Lake County

Volunteers

We're looking for volunteers to help ensure future events run smoothly. Please contact an organizer if you'd like to be involved!

Agenda

6:35 | Welcome
> Housekeeping
>> Help yourself to snacks
>> Restrooms
>> Please check in at **http://bit.ly/wtd-slc**
> Mission of WTD
>> Learn docs best practices
>> Welcome to all tech professionals
>> Code of conduct
> Agenda
> Introductions

6:45 | Speaker and topic
> Topic: Writing the internal docs for multiple projects
> **Sage Robins Henrikson** is a Scrum Master and Release Manager with a background in writing, who has a history of success making her workplace more efficient through improved documentation.

7:10 | Q&A

7:20 | Discussion

7:30 | Announcements and closing remarks