Tooling

1.Make sure everyone is on the wifi and on the Group chat (eg IRC)

2.Zoom remote participants, please mute unless you're speaking to the Group

3.GitHub: make sure your group participants have linked their W3C account with their GitHub account, to facilitate access to W3C GitHub

4.Ask permission before recording; no recording without consent from all participants

5.Establish rules for use of the transcript if you enable automatic transcription

Scribing reminders

Don't hesitate to:

- Ask folks to type present+ in IRC to get the list of of participants

- Interrupt the meeting if you're missing something or getting distracted

- Ask for someone to scribe you while you're speaking
  They can use `scribe+, scribe-`

- Know the bots' commands (if you're using IRC):
  Use `s/foo/bar/, topic:`