

# Dawiso Meeting Notes

## Product documentation processes discussion

May 19, 2023 / Online

### Attendees

Contributors: Miro, Peter, Tom, Michael, Tatiana

Absentees: Petra

### Agenda

#### Last Meeting Follow-up

- ~~New environment~~ ~~Base content~~
- ~~Product doc as a part of BC~~
- ~~Implement doc portal enhancements~~
- ~~New Help pages~~ ~~migrate doc from BC~~

#### Discussion points

- New user document creation process: start and deadlines
- Release to BC: frequency of releases/deployment to doc
- Doc JIRas: If I initiate an issue, it should undergo testing in the documentation environment before being closed. "Test interest" should be marked in JIRA. Inform QA about the process
- Docs wf: migrate to Help only when it's **Approved** in BC

#### Outcome

- Daily stand-up meetings for content @ doc teams
- Product documentation should be created at the end of the dev process
- Specify documentation workflow

#### Action Items

1. Petra/Tatiana to define wf for migration docs to Help pages
2. Tatiana to log the discussed JIRA tasks
3. Petra to prioritize tickets on weekly status

#### Next Meeting Agenda

- Releases

## **Notes**

Further questions related to current issues are crucial for the doc portal. UI enhancements:

- Grey frame
- Font & row height
- Screenshots quality