

How to organize an online meeting

1. Make a wiki page about the meeting
 - Answer what? / when? / who?
2. For the when, you can use [PluginConvene](#)
 - It is suggested to give at least 3 choices, at least 5-10 days in the future so people have time to provide choices and you have time to pick and announce one
3. Confirm meeting on the page (and ideally by email)
 - Confirm the meeting time in UTC with a link to [TimeAndDate.com](#) to avoid any issues with timezones and [Daylight saving time \(DST\)](#) ([Here is an example](#))