



PCS Training Group

06 Oct 2016
09.00 – 14.00
Vienna

Draft Agenda

1	Welcome and opening
09:00 – 09:05	Welcome and opening of the meeting
2	Training topics
09:05 – 13:30	<ul style="list-style-type: none">• Conference CMS solution: online training presentation. Hands on with the new video conference tool and its possibilities. 1h.• 2017 training sessions: Review and discussion of next year training sessions, including FTE conferences.<ul style="list-style-type: none">◦ When, audience, responsibility, new companies, etc.• List of trainers: Contact person role proposal.

	<ul style="list-style-type: none"> • Missing topics from CMS: <ul style="list-style-type: none"> ○ How to identify missing content. ○ What content has been identify already by the participants? ○ Strategies to deal with missing topics: Possible use of a FAQ area. • New features: Strategy and training process for new content. • Review of current documentation: Feedback from participants considering the content itself, the structure, etc. • Roadmaps: State of roadmaps. Discussion of new roadmaps. <p style="text-align: center;"><i>Coffee and lunch break will take place along the meeting</i></p>
--	--

3	Training methods
	<p>Workshop: Depending on the time available we will ask the participants to review the current roadmaps and work on them.</p> <p>RNE will refresh, if needed, the new features available for linking content, links and translation features. RNE will also explain how this documentation can be reused for training methods.</p>
4	Any other business, end of meeting
13:30 – 14:00	<p>The next PCS Training meeting is expected in February 16th. Participants may add other subjects not discussed during the meeting.</p> <p style="text-align: center;"><i>End of the meeting</i></p>

For the draft agenda: Jorge Campo