Arches Project User Group Template

**Required: User Group Name**

Provide a name to distinguish your user group from others. Choose a name that reflects the scope or purpose of the group, such as location, domain, or technology.

**Required: Primary Contact (Name and Email)**

Provide a point of contact for new members. This may be the primary organizer for the user group or a group member designated as the point of contact. Include a preferred email and a link to a relevant thread on the Community Forum (if applicable).

**Required: Meeting dates (Previous and Upcoming)**

List dates, locations, and attendance information for any upcoming meetings. Also include previous meetings to track group history.

**Summary**

Provide any relevant information to summarize the group, such as a description of group, reason for forming the group, and key participating organizations. Note how often the group will meet and whether the meetings are generally virtual/remote or in-person.

**Goals or Aims**

List goals for the user group. Examples of goals include:

- Provide technical support to those of a specific domain
- Support the development of a new plugin
- Meet and collaborate with implementers of a specific country

**Participants/Organizations and Roles**

List all group leaders and active participants of the user group.

**Resources**

Provide any additional public resources relevant to the user group. These resources might include meeting minutes, notes, videos, and/or recordings.

*Updated April 2022*