



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.