

# Working Group Space Outline

Home page

Missions Charter (source of truth still [HL7.org](http://hl7.org). Confluence copy will need to be updated manually by group)

Leadership

Call Info

Formal Relations

Shortcuts

WG on [hl7.org](http://hl7.org)

Help and Documentation

HL7 main space

WG on [wiki.org](http://wiki.org) if applicable

Calendars (source of truth being home space in Confluence)

Page Tree (main pages)

Meeting Index

Conference Calls (to house action item list on main page)

WGM (to house action item list on main page)

Decisions (to house decision list on main page)

Project Specific Decisions

Documents

Sub documents if applicable

Projects

Project Documents (links to main Documents page)

Project calls (minutes, agendas, etc)

Jira Issue Tracker (looking forward when more groups have Jira projects. To house listener for specific Jira project)

General thoughts moving forward (assuming population of more content)

Single sources of truth (main pages seen above)

Links/Labels for finding and displaying in other places

Watch pages you'd like to be updated on

"Share" (function at top right of each page) pages instead of copying a page somewhere else just for ease of access

**MAKE SURE TO UPDATE/PUBLISH PAGES WHEN DONE** (not doing this has led to a lot of requests for a faster Confluence, but in fact it is their local profile that is holding onto all this unpublished data causing a slow use for them)

General guidelines to templates:

Use the Ellipsis at top of all pages to create new pages/templates (to move away from the "create from" buttons. Very confusing to most of our users I think)

Rely on labels and search bar to find content

Navigate to your space for a list of recent things you've worked on

Local templates can be created and edited, still made available through the Ellipsis at top of all pages