

## Preparing the PERFECT Clan Meeting

- **A meeting needs the highest level of knowledge about in-game changes and news.**
- **Each topic must be discussed with the leader and officers before publishing.**
- **PROFESSIONAL format and care about details give credibility to each content !**

### **After the last meeting is already before the next clan meeting !**

The clan leader and clan meeting officer need to look out for the next meeting topics every day, everywhere! They are the ones who have the knowledge and responsibility to provide the answers for the players. Each clan meeting must discuss the 5-6 most relevant topics and must provide a guide to our members through the next two weeks.

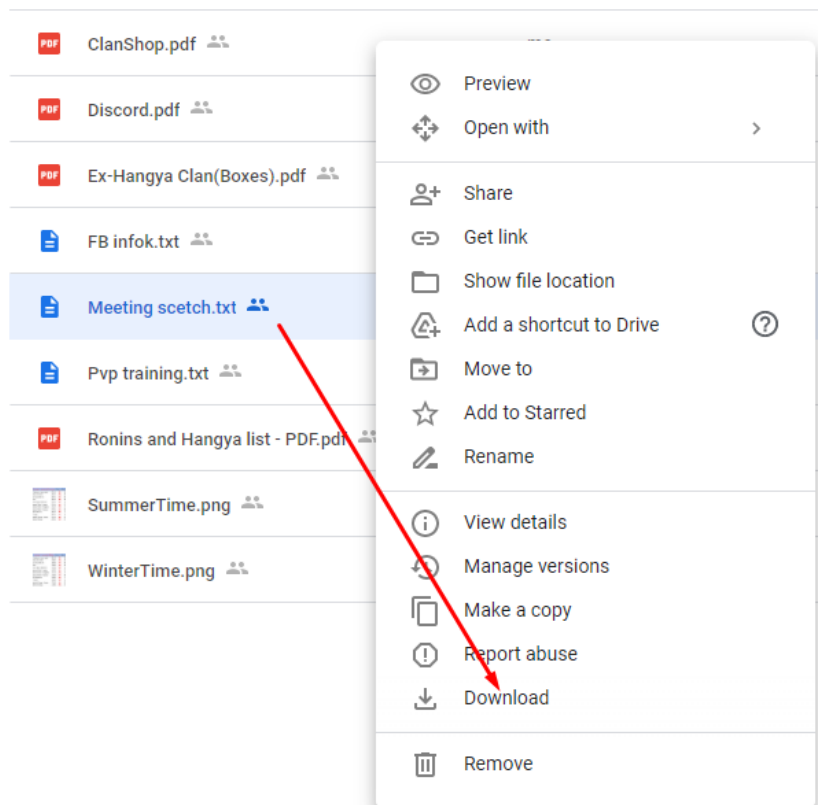
### **Designations and responsibilities:**

- Clan Leader must provide the most important topics for the Meeting officer.
- Meeting officer must ask the leader, officer about issues/topics that might come up lately and add his own topics.
- AFTER formulating the topics/meeting, the finalised text must be approved by the clan leader and added by him to the Meeting Room.
- The meeting officer need to keep track of the information channels:
  - Clan chat
  - Ally chat
  - World chat
  - Discord
  - TeamSpeak

### **Technical and actual description about the creation of the meeting**

(Also few tips added to help the process)

1. **Download** the “**Meeting sketch.txt**” to your computer.  
(Right click on the document file to show the popup menu)



2. **Keep track of the informations and add your topic titles as they emerge.**

```

in
these
lines.

```fix
A new question emerge
```

Our taught about this question is atm that we dont have any
But we will maybe think about it or not.

```fix
Topic 3
```

Place
your
text

```

3. **Add your thoughts, ideas and important information** about the topic until the saturday before clan meeting.

```

```fix
A new question emerge
```

Our taught about this question is atm that we dont have any
But we will maybe think about it or not.

```fix
Topic 3
```

Place

```

Make sure the text is AT LEAST 3-4 rows and it has a logic, meaningful content.

4. After a topic is FINAL **double check** its **format**:
  - Make sure there are no grammar mistakes, mistypes.
  - Make sure the title have is not “damaged” and using the format

```

```fix
Ttitle
```

```

-Make sure the spaces in front of all lines are equal.

```
```fix
A new question emerge
```
    Our taught about this question is atm that we dont have any
    But we will maybe think about it or not.
    However this is just a test text about the format.
    Therefore it must only look nice!
```fix
```

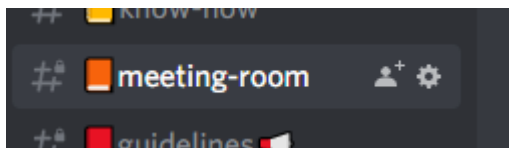
-Remove all but one unused line at the end.

```
```fix
A new question emerge
```
    Our taught about this question is atm that we dont have any
    But we will maybe think about it or not.
    However this is just a test text about the format.
    Therefore it must only look nice!
```fix
Topic 3
```
    Place
    your
    text
```

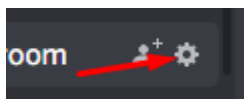
5. **Topics must be worked out and done latest the Saturday** before clan meetings.
6. **Present all topics to the clan leader** via discord private message.
7. In case changes must be made, do those fixes asap.
8. When changes are made the clan meeting text must be added to the meeting room.

### Adding prepared and finished clan meeting to discord

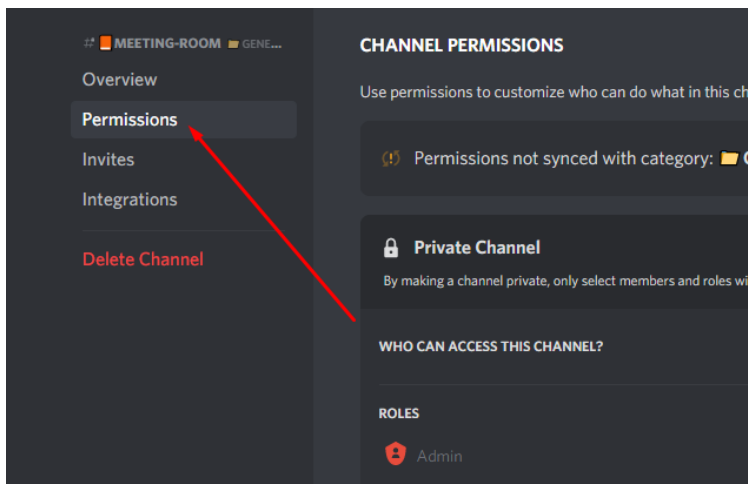
1. Select #meeting-room



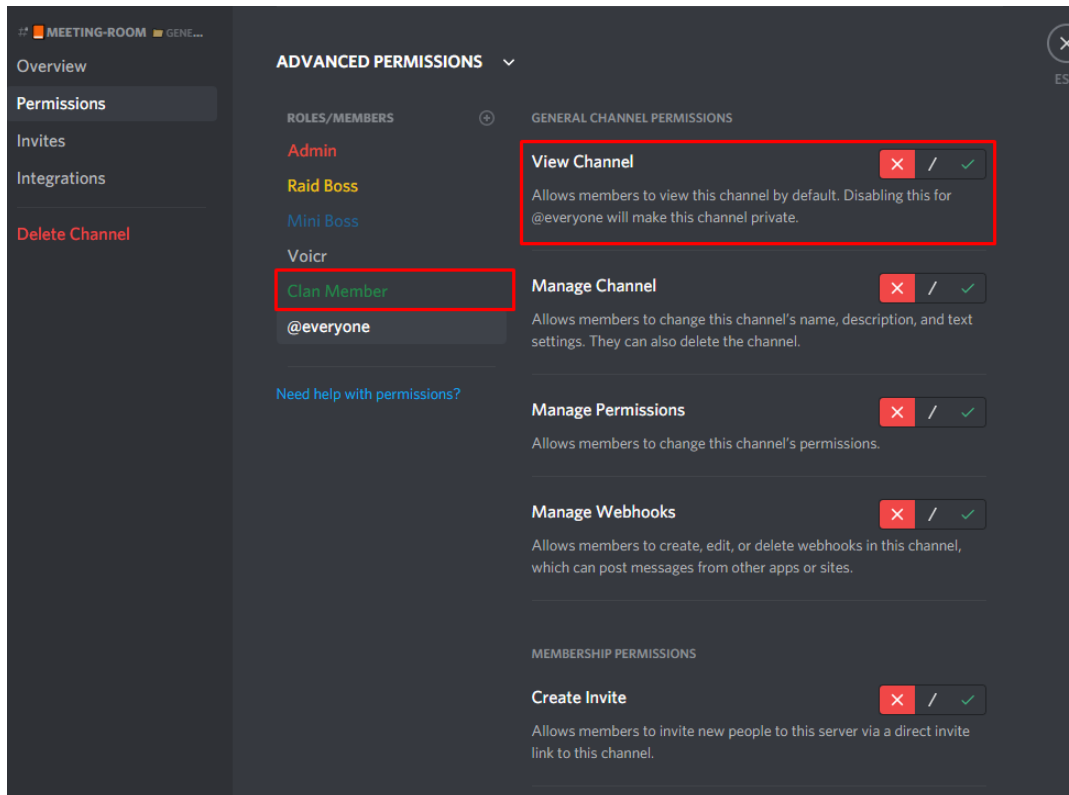
2. Click on the cog wheel:



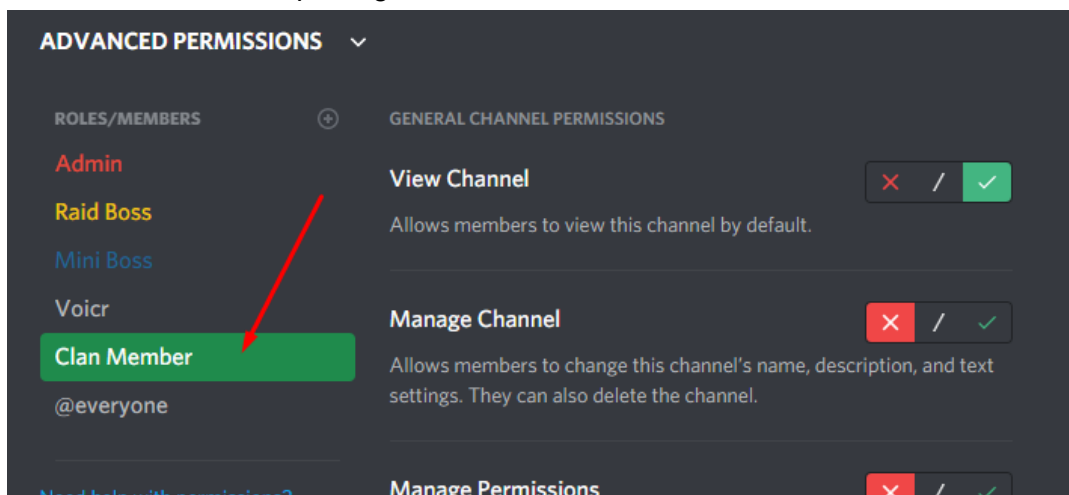
3. Select "Permissions"



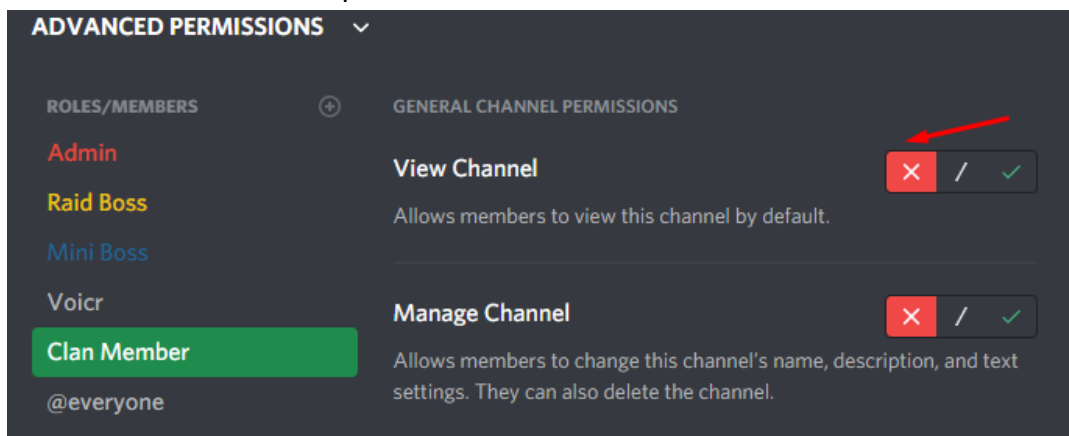
4. Scroll down here a bit until you see the highlighted areas



5. Select “Clan Member” privilege

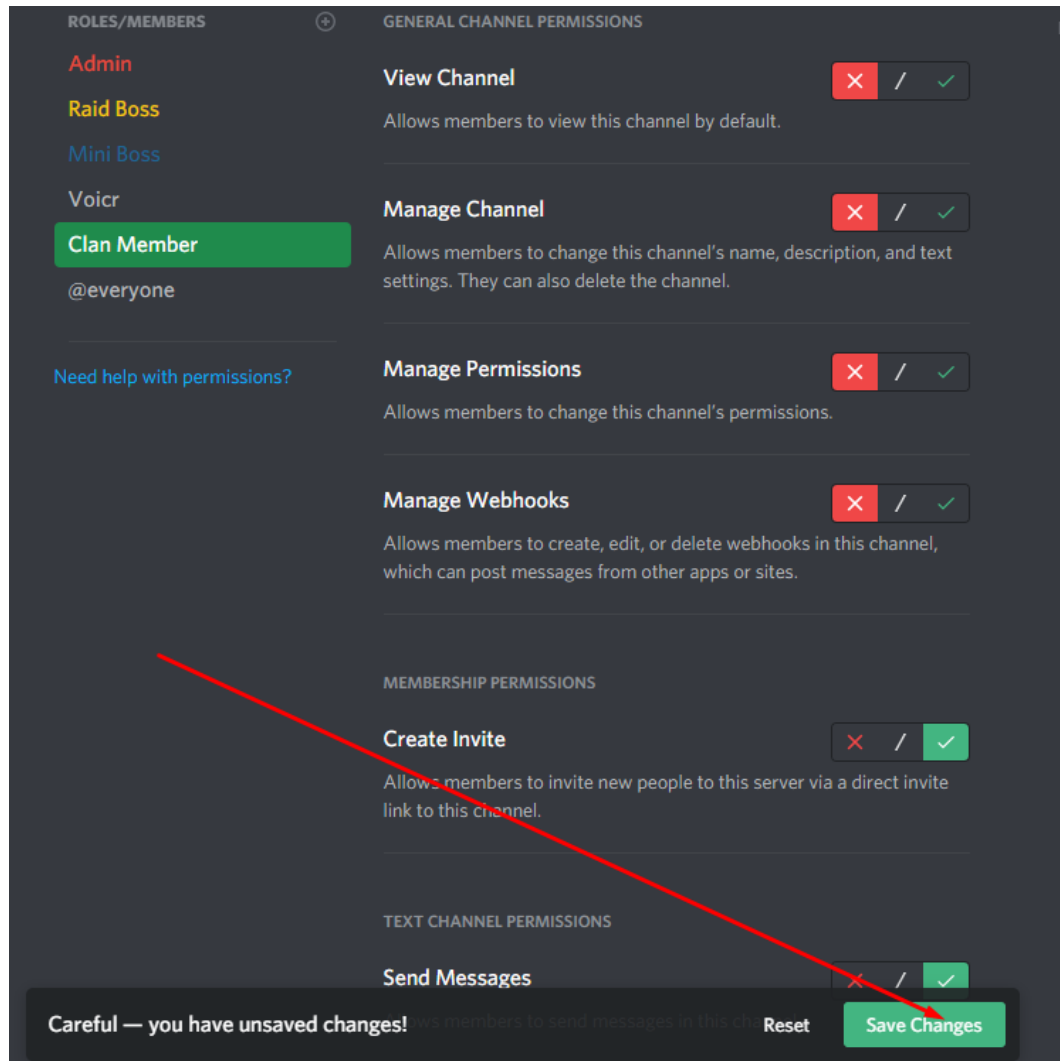


6. Disable “Wiew Channel” option here

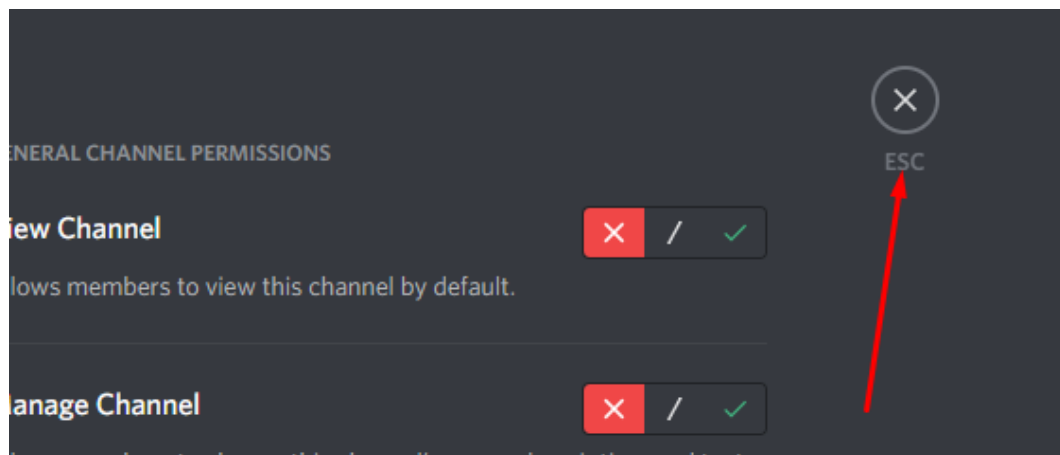


**DONT CHANGE ANYTHING ELSE !!!**

- Click the “Save Changes” button at the bottom.



- Close the menu



The meeting room is now hidden from the eyes of the regular clan members. Only the Administrators, Clan leader and Officers can see the room. Unhide the room just right before the meeting starts so the members pay attention during the meeting.

Now the clan leader must use simple **Ctrl+C** -> **Ctrl+V** to add the prepared topics to the meeting room.

Each topic must be added in less than 5 minutes from each other so meeting text looks continuous and perfect.