

How do I schedule a Service Operations meeting? (MEF Member)

Question	How do I schedule a Service Operations meeting?
Answer	<p>All Service Operations Committee (SOC) meetings are scheduled via the Wiki-based calendar located here.</p> <p>Click on the day of the month in which you would like to create the meeting. A popup window appears which is shown to the right.</p> <p>Select the "Service Operations" Calendar. Select the "Event" Event Type. Enter your meeting title for the What field. Select your Wiki avatar for the Who field.</p> <p>Select the day of the meeting for the When field. If the meeting is an All Day Event, select that radio button.</p> <p>If this is going to be a recurring meeting (e.g., weekly meeting), choose the recurring option under the Repeat menu.</p> <p>Leave the Where and Description fields blank. For the Related Page field, select the Wiki page for your Project/Ad Hoc Calls and Meetings, if you have one created.</p> <p>Otherwise, leave the Related Page blank. Select the OK button to create your meeting in the SOC Calendar.</p>

The screenshot shows a 'Create event' form with the following fields and options:

- Calendar:** A dropdown menu with 'Service Operations' selected.
- Event Type:** A dropdown menu with 'Event' selected.
- What:** A text input field for the meeting title.
- Who:** A text input field for the organizer's name.
- When:** A date range selector showing '08-Nov-2013' to '08-Nov-2013'.
- All day event:** A checked checkbox.
- Repeat:** A dropdown menu with 'Does not repeat' selected.
- Where:** A text input field.
- Related page:** A text input field.
- Description:** A large text area for additional details.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.