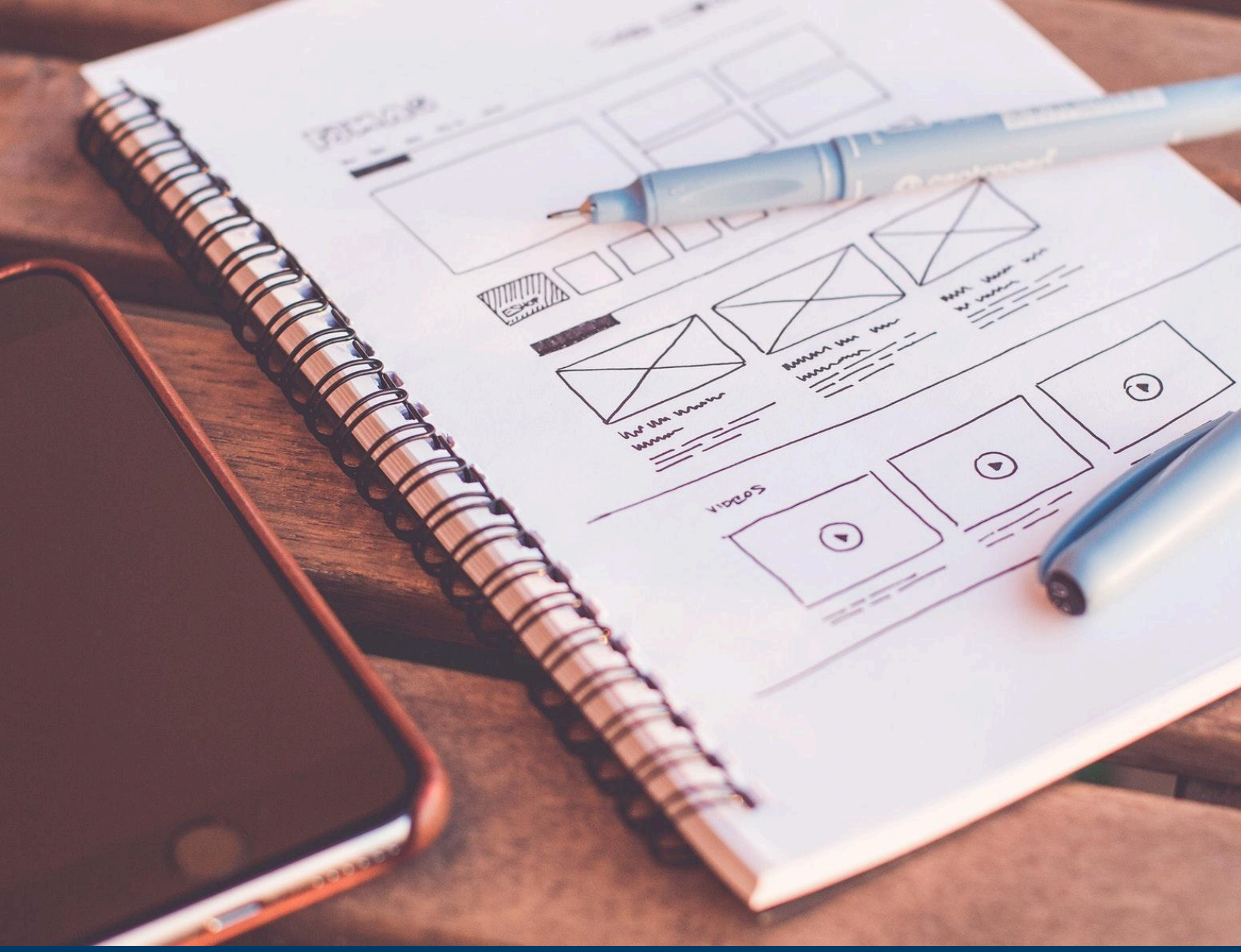

OCTOBER 2025, v1.0.

HOW TO USE THRIVE EVENT SCHEDULER AND DAILY DIARIES

THRIVE

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Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.

Otherwise, let the #wiki Slack channel know.

Resource
Type the name of each resource, and add a link to it.

How to use THRIVE Event Scheduler

The THRIVE Event Scheduler is a bot designed to make it easier for everyone to schedule meetings in a consistent and organized way.

1. Naming Your Event

Avoid using vague or confusing terms like **“merger meetings”.** This can confuse new Thrivers. Instead, use the **team or project name** that best represents the meeting.

You can describe the purpose and topics you’re going to discuss in the meeting under the **agenda** section instead.

Example:
Instead of →
“**Storytellers Merger Meeting**” or “**#storytellers Meeting**”

Use →
Storytellers Meeting.

This helps maintain clarity and consistency for everyone using the scheduler. Including the channel name is not necessary, as you must select the team channel separately, and hurts searchability.

Also avoid using acronyms like “**SM, CS, EB discussions**” or including overly-specific details in the event name, such as “**Storytellers meeting, discussing social media, campaigns, and other ongoing tasks**”. Instead, keep the event names simple and consistent, and place additional information (such as the meeting topics) in the event agenda.

2. Hosts and Recorders

Each event must have **two organizers**:

- **Host** – The main person responsible for leading the meeting.
- **Recorder** – The backup person, and recording person.

3. Completing RASCI

When filling out the **RASCI**, make sure to include the correct and specific names.

Use **individual Thrivers** for R, A, S, and C roles, and for **I (Informed)**, mention the specific **teams or channels** that need to be notified.

Ex:

- R - @Mike @Morris
- A - @Becca
- S - @Ola
- C - @Justin
- I - #newsletter #storytellers

4. Inviting Channels

Due to Slack's limitations, the workflow will only post to two locations: **#events** and the channel the host selects as the **"Team Channel"** in the form.

If you need to inform more than two channels, please use the **"Forward Message"** button in the event instead of copying and pasting.

Make sure you only invite **relevant channels and individuals** who are connected to the event's RASCI.

When answering RASCI:

- Do **not** include **#events** (the event is automatically posted there)
- Only include **#general** if it is an **all-Thrivers event** such as **Townhall** or **THRIVEFEST**.

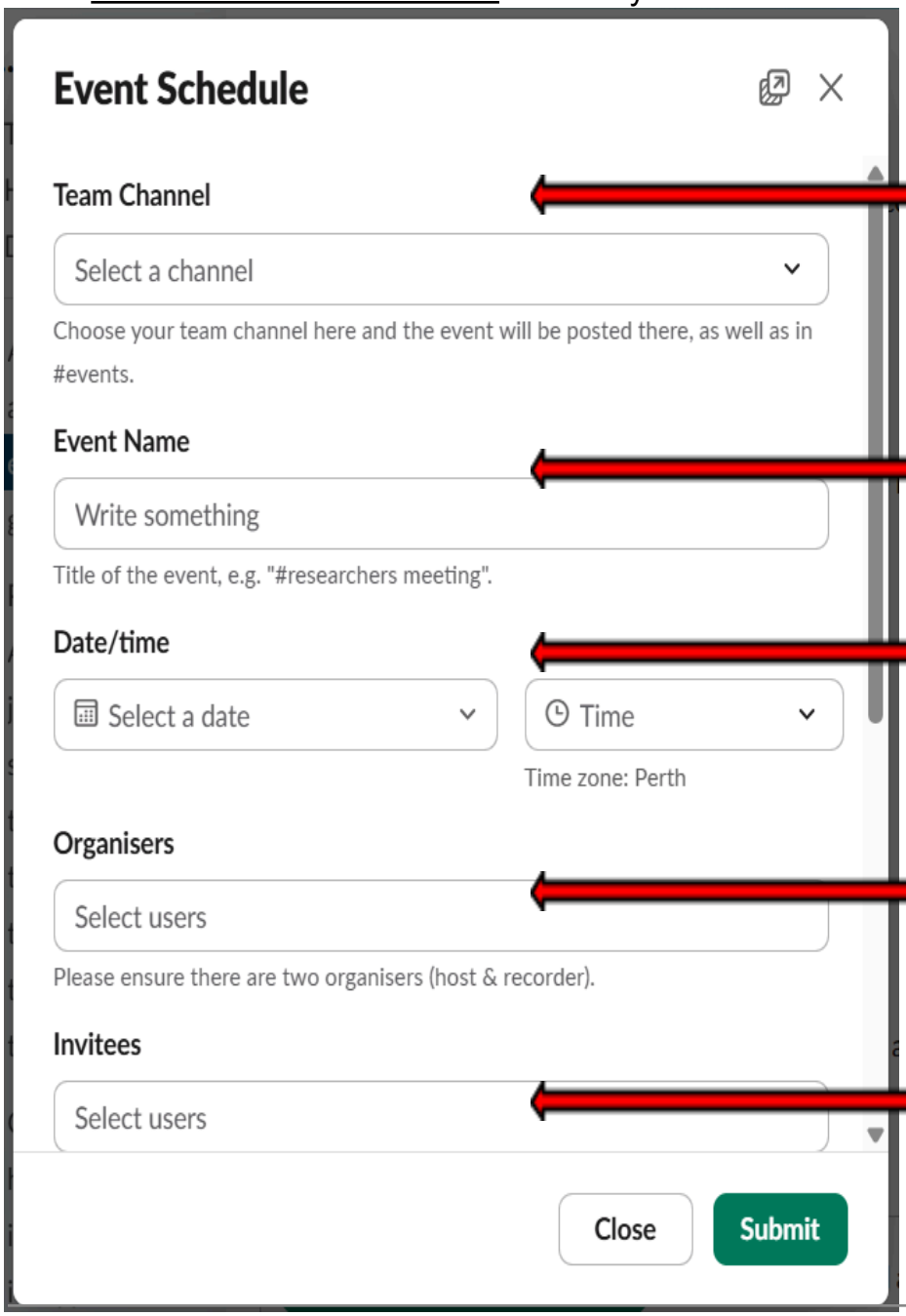
For Desktop

As the THRIVE IT support team has introduced the new THRIVE Event Scheduler, it is now easier for all of us to schedule meetings.

Please be sure to use this from now on.



Go to **THRIVE Event Scheduler** → Then you will see a command box like the one below.



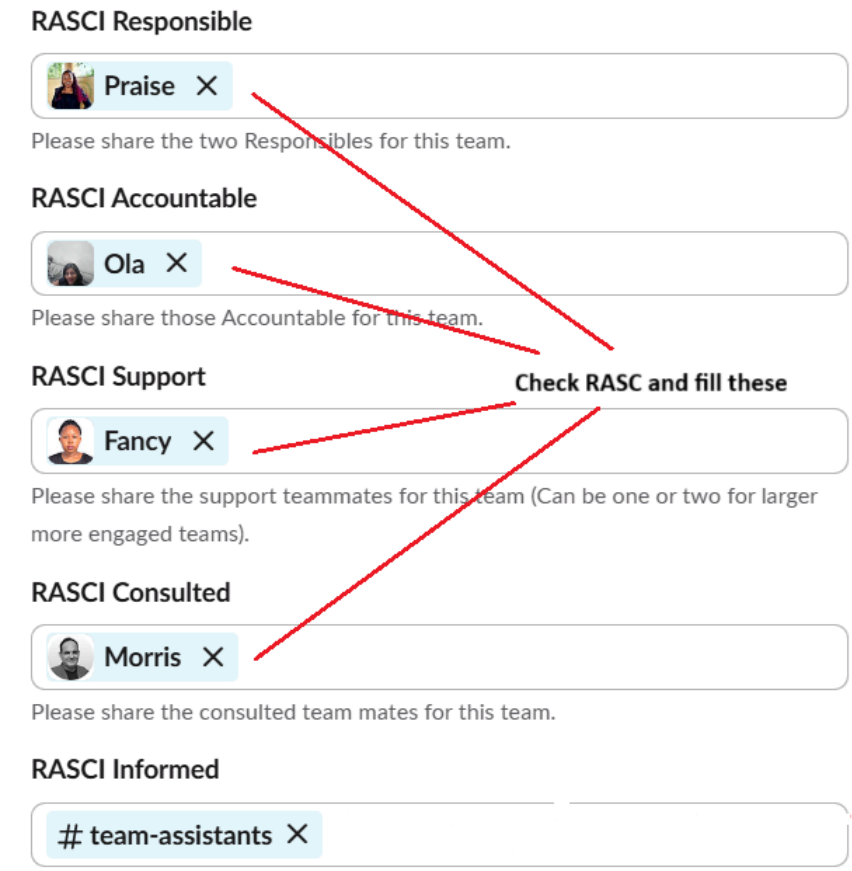
Insert Channel Name
Ex: #team-researchers

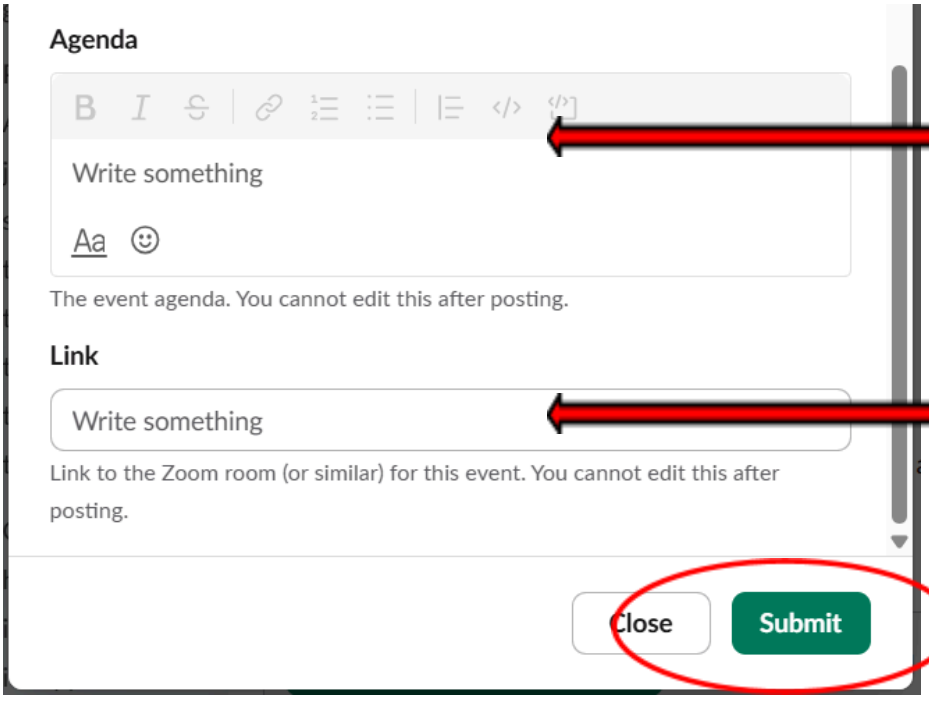
Event Title
Ex: #Researchers Meeting
#Researchers Training
#Researchers Presentation
Do not use words like **"merge meeting"**

Enter the time in **your local time zone** — Slack will automatically convert it to **(UTC +10)**

Mention the names of the Host and the Recorder.
Ex: @Morris @Mike

Mention the compulsory Attendees of the meeting
Ex: if it is for researchers, mention the all the researchers' names you want in the meeting





What is the agenda? (Mention it in Bullet points)

Ex: Clearly write your plan here. What is the meeting about? What is the meeting plan? What are you going to discuss or present?

Provide a zoom meeting Link

Once you are done, Click Submit.

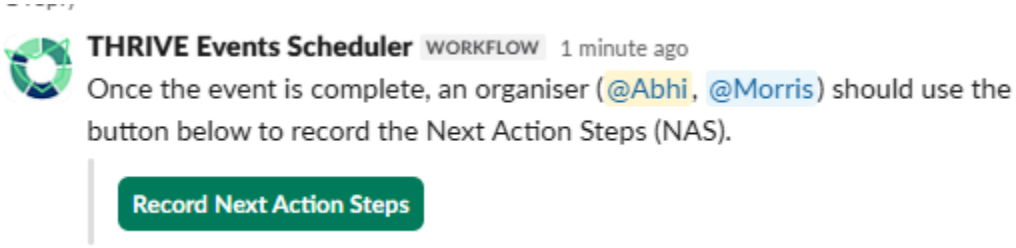
Note -

Once you are done, this will automatically update in your private group as well as in the **#events** channel. You don't have to post it anywhere else.

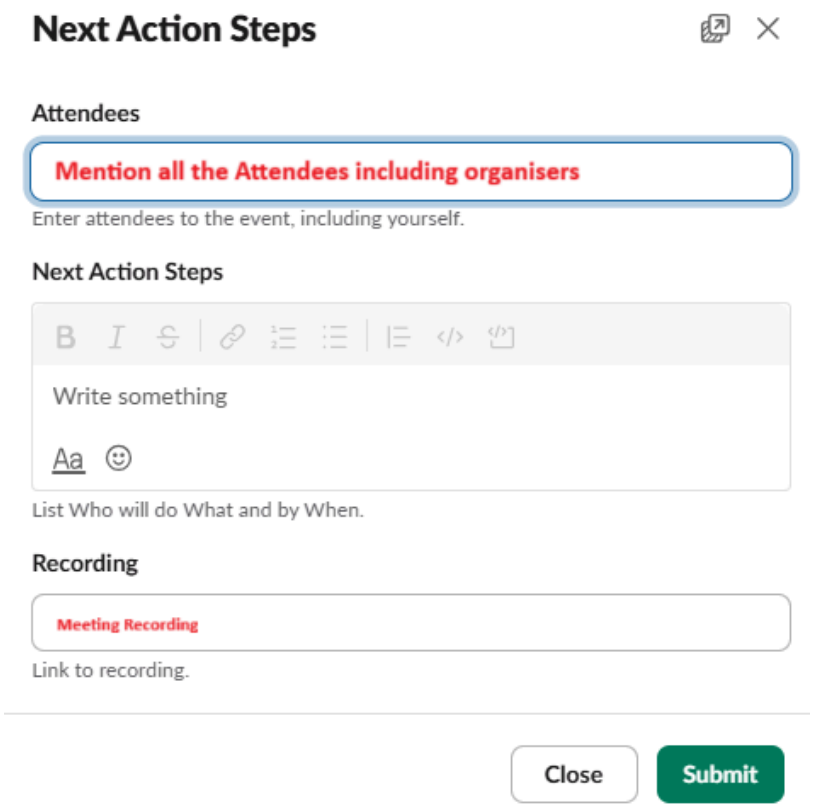
Important -

Also, make sure to create events in advance — **at least 3 to 5 days before** — to ensure higher attendance at the event.

How to access NAS

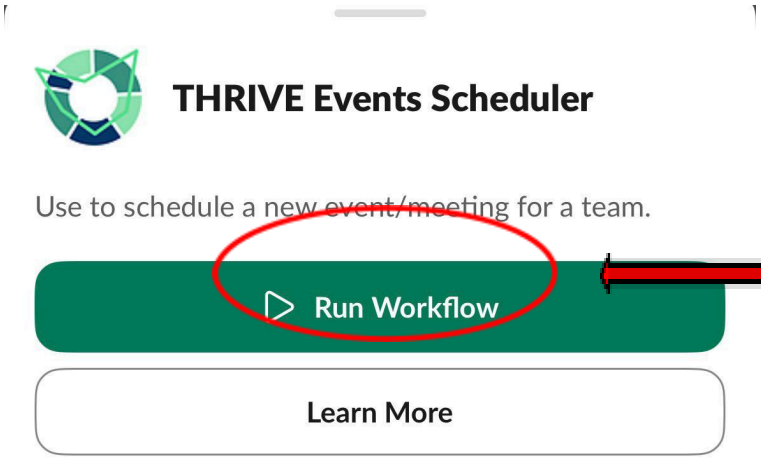


This is where you access to NAS.

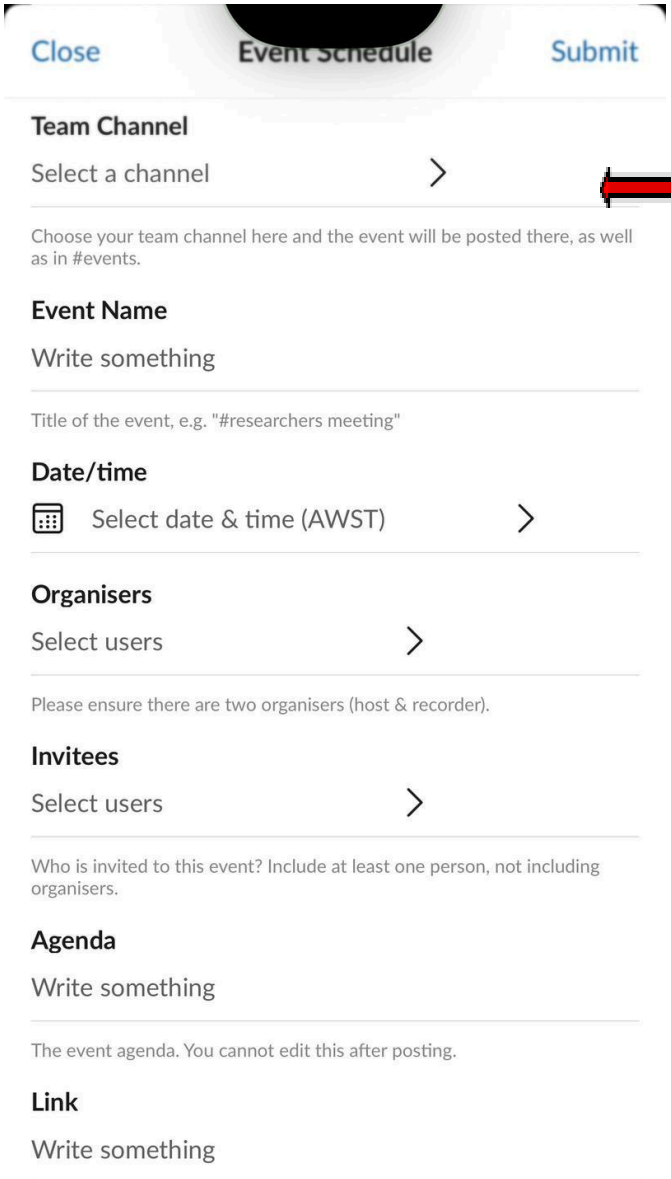


[Here's how to answer NAS]

For Mobile



Run Workflow



Fill all the details (Same as above)

THRIVE Events Scheduler WORKFLOW 5:42 PM
Event Name: Team Assistant Meeting
Date/Time: 29th September 2025 at 21:00 GMT+10 (24-hour time)
Meeting Link: Click https://us04web.zoom.us/j/71329945276?pwd=4fb9OIZSivKaAJvrQZklunhlFXR9TG.1 to start or join a scheduled Zoom meeting.
People:

- **Organisers:** @Praise, @Ola
- **Invitees:** @Abhisheka, @Fancy, @Memory, @Jainub, @Vanneya, @Mike, @Praise, @Ola

Agenda:

1. Review of last meeting NAS
2. Team Assistant guideline

React with ✅ to RSVP if you intend to attend, whether you were invited or not. If you were invited but cannot attend, react with ❌.

After this event is complete, an organiser should then use the button within the thread below this message to record the Next Action Steps (NAS) for this event.

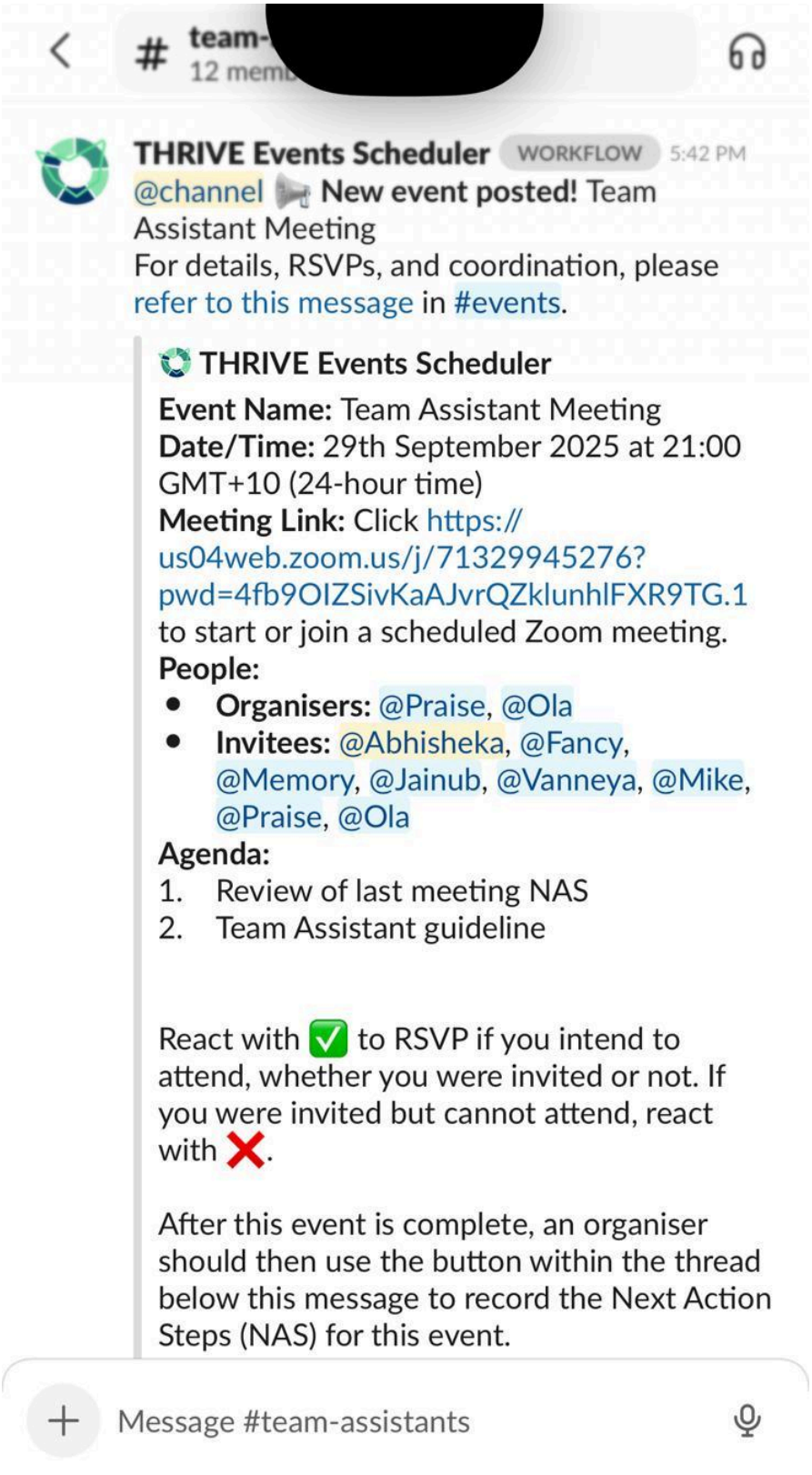
✅ 3 ❌ 1

1 reply Yesterday at 5:43 PM

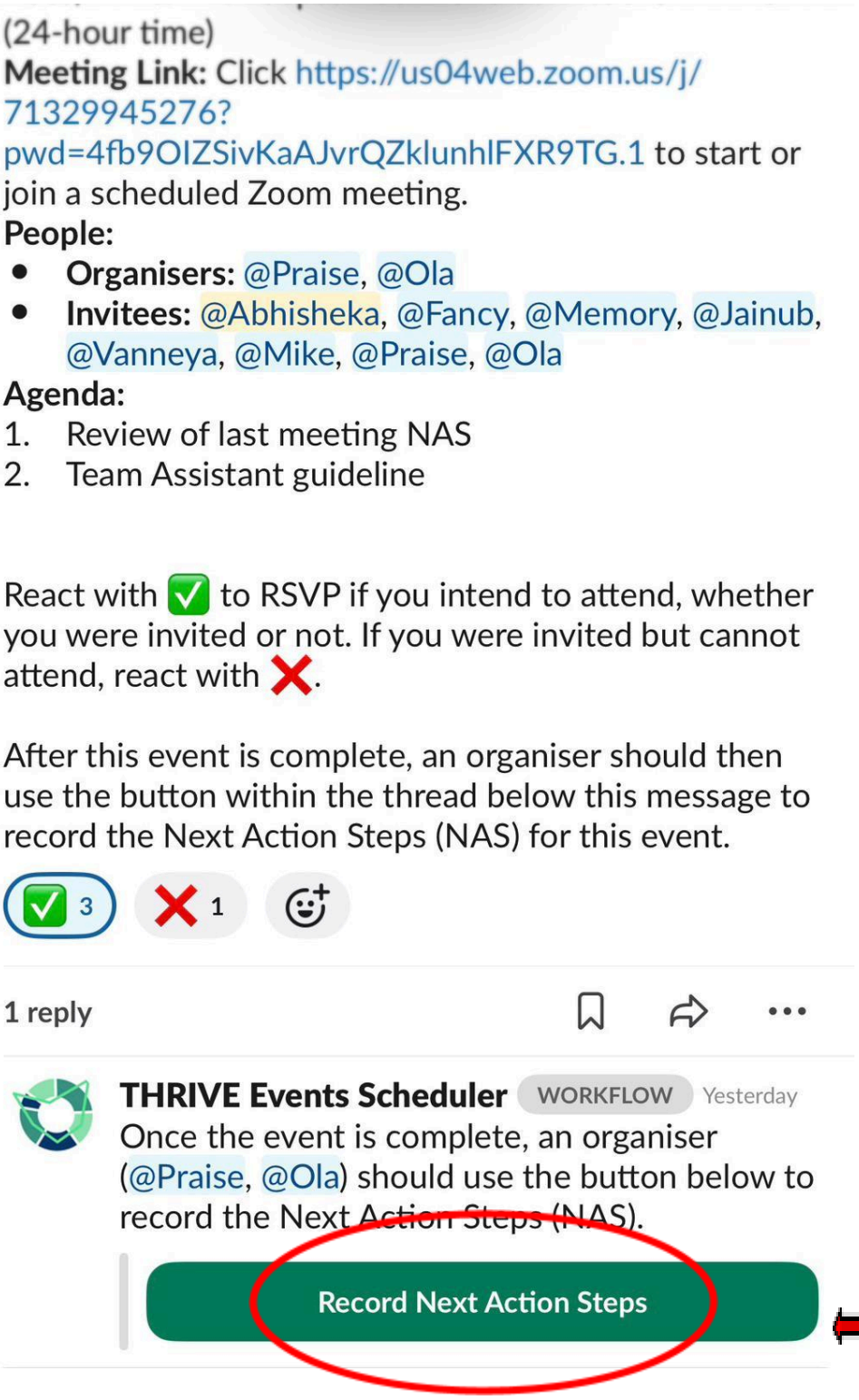
Then event will be create like this in #events



Make sure to include **only the meeting link** in the **"Meeting Link"** field — do not add any other text.



It will automatically be sent to your team channel, so there's no need to post it again.



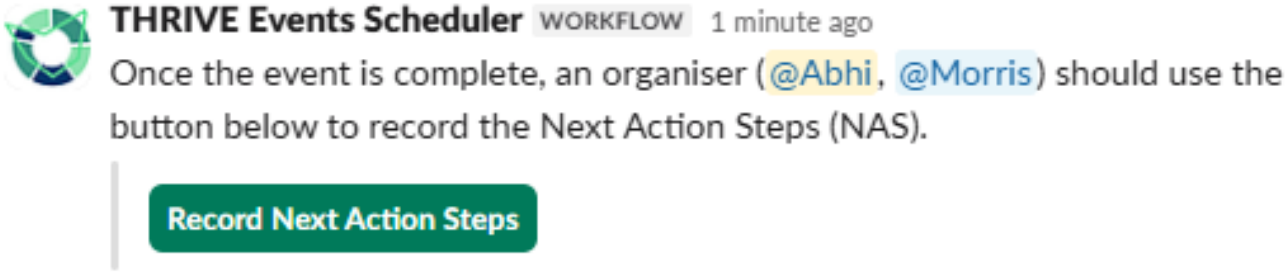
Then the Organisers will be able to fill out the NAS from this.

The NAS button is only available in the event thread within #events. The intention is for all coordination to take place in each event's thread in #events, so everyone can see it.

How to update Next Action Steps → “NAS”

Once you schedule a meeting, it will automatically appear in the **#events** channel and in your **private group**.
After the meeting is completed, **only the organizers (host and recorder)** will be able to update **the Next Action Steps (NAS)**.

You can see a message as follows,



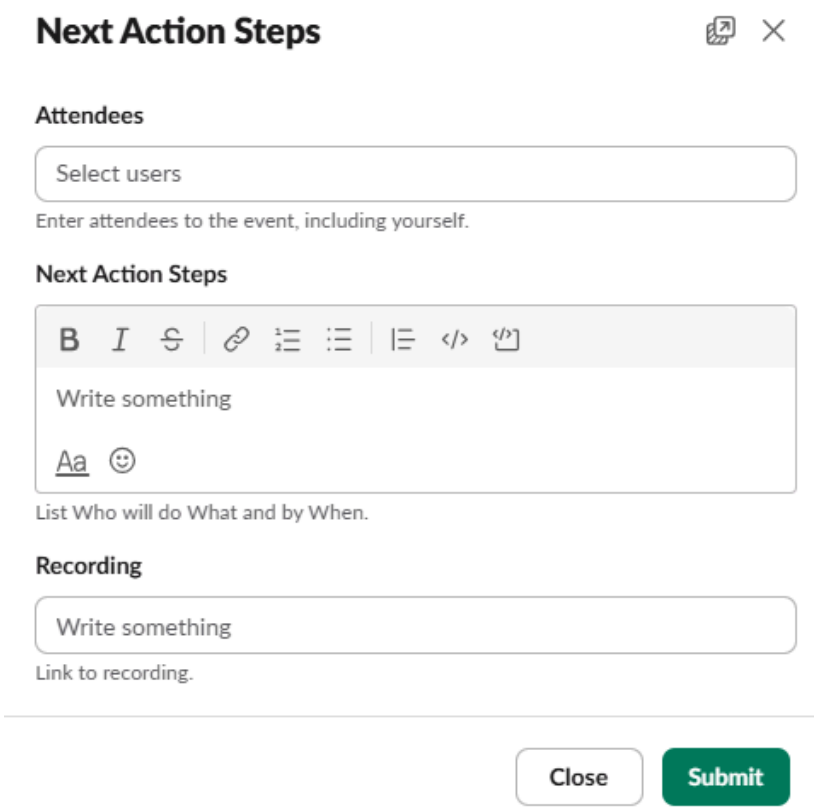
1. Recording NAS

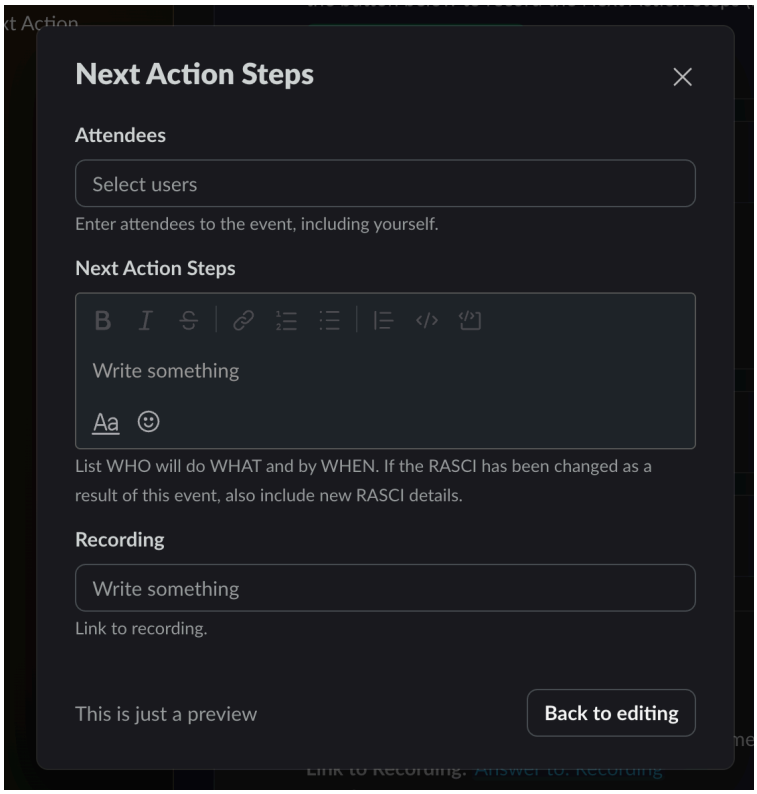
You’ll see a message prompt after the meeting reminding you to update the NAS. It is **absolutely necessary** to complete this within **24 hours** after the meeting.

Updating NAS is important because:

- It helps **new Thrivers** understand what’s happening in a specific group.
- It shows **what the team is working on**, **who’s responsible**, and **what progress** has been made.
- It provides a reference for creating the **next meeting’s agenda**, allowing you to review what was or wasn’t addressed in the previous meeting.
- When the meeting details are still fresh, it’s easier to provide **accurate and useful updates**.

2. Required NAS Fields





When filling out the NAS, follow this structure:

- **Next Action Steps (NAS) for:**
  Enter the meeting name **exactly as it appears** in the event title.
- **Date/Time:**
  The date and time the meeting was held.
- **Link to Recording:**
  Add the link to the **Nextcloud recording**.
- **People:**
  List **all participants**, including both organizers and attendees.
- **Next Action Steps:**
  List **WHO** will do **WHAT** and by **WHEN**. **If the RASCI has been changed as a result of this event, also include new RASCI details**.

3. Writing Effective NAS

Use the **SMART** and **WWW** methods when describing your next action steps.

SMART Method:

- **S – Specific:** Be clear about the goals or tasks discussed.
- **M – Measurable:** Define how progress and success can be tracked.
- **A – Achievable:** Ensure the goals set are realistic and doable.
- **R – Relevant:** Connect the goals to the team's purpose and priorities.
- **T – Time-Bound:** Specify clear deadlines for each action item.

WWW Method:

- **Who:** Who is responsible for the task? (Name the specific person.)
- **What:** What is the exact task or deliverable?
- **When:** When should the task be completed?

Your NAS should be **detailed and actionable** so that anyone reviewing it later can understand what was discussed and what needs to be done.

Make sure to record NAS as bullet points or a numeric list for consistency and readability purposes.

4. RASCI and References

When completing the RASCI:

- Clearly mention **specific names** for all **RASC** roles.

- For **I (Informed)**, mention **specific teams or channels**, not “everyone.”
- Always include **links to documents or materials** where these items are being discussed or worked on.
- **If RASCI was changed as a result of the meeting, the change should be record within the NAS of that specific meeting.**

5. Presentation Topics and Agenda Alignment

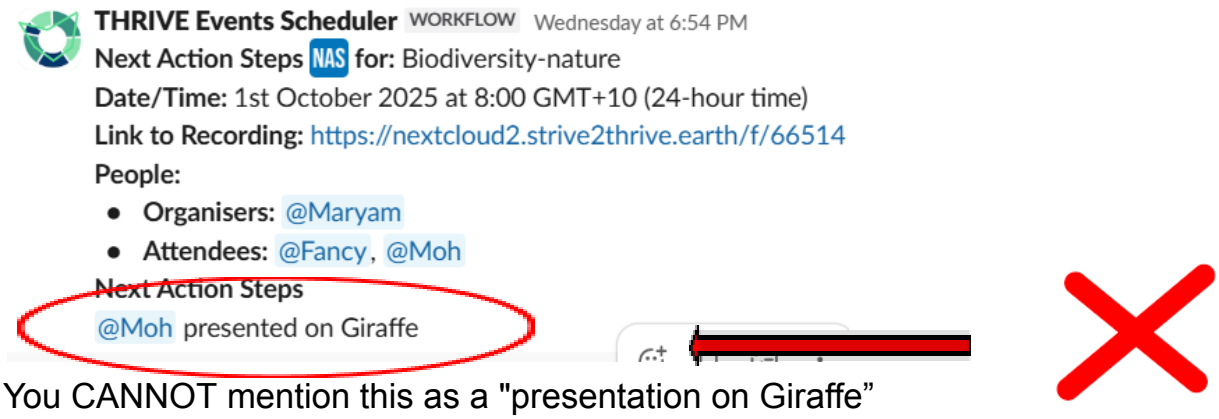
Every presentation should focus on an **interesting and relevant topic**, clearly reflected in the **agenda**.

Ensure the **presentation topic** matches the **agenda title exactly**.

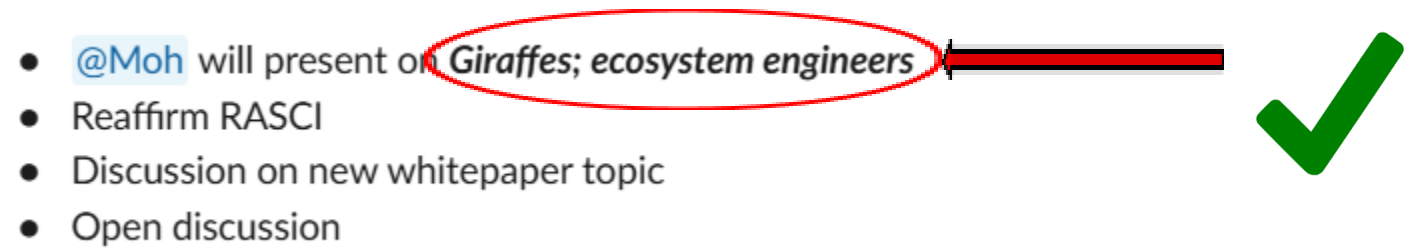
❌ Incorrect → “Presentation on Giraffes”

✅ Correct → “Giraffes: Adapting to Climate Change in African Grasslands”

Using consistent titles helps everyone easily follow the discussion topics across agendas, events, and recordings.



You CANNOT mention this as a "presentation on Giraffe”
You should use the exact same topic as the presentation. Like Below.



How to update Daily Diaries (DDs)

Daily Diaries (DDs) are where Thrivers can find all the meetings happening on a given day — all in one place.We gather the Zoom links from #events and post the DDs in #general.

1. Purpose of Daily Diaries

DDs are an essential communication tool for the THRIVE community.
They:

- Help new Thrivers easily see what meetings are available to join.
- Encourage participation and collaboration across teams.
- Keep everyone informed about what's happening each day.

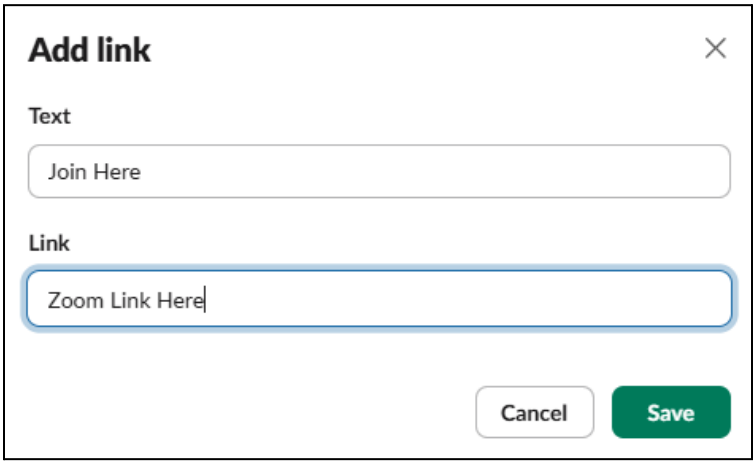
Because of this, DDs must be updated daily.

2. Scheduling and Preparation

You can find all the meeting details in **#events**.
Keep your Daily Diary (DD) entry **short, clear, and focused** on the most valuable information — especially what would attract **new Thrivers** to attend.

1. **Time:**
- Use **military time** (24-hour format) in **UTC +10**.
- You can confirm the time from **#events** or the **Google Calendar**.
2. **Name of the Team or Meeting:**
- Use the **exact name** from **#events** or the **calendar entry**.
3. **Topic or Focus:**
- Briefly describe **what the meeting is about**.
- Highlight key points or reasons why someone should join.
4. **Contact Person:**
- Mention both the **Host** and **Recorder** as contact people.
5. **Zoom Link: (See below images)**
- Add a **hyperlink** to the meeting using the phrase **"Join here"** (Details below)
6. **Emojis and Formatting:**
- Feel free to **customize emojis** to make the DD more engaging and aligned with the meeting's tone.
- Keep it lively but clear — easy for readers to scan.


Message #general


Add link
Text
Join Here
Link
Zoom Link Here
Cancel
Save



Meeting hosts are expected to:

- **Post their meeting details at least 5 days in advance** in **#events** using the **THRIVE Event Scheduler**.
- Ensure all key meeting information is accurate and up to date.

Once these meetings appear in **#events**, you can easily collect their details and include them in the Daily Diaries.

3. What to Include in the Daily Diaries

Each DD post should include:

- **Meeting title or name** (as it appears in #events)
- **Type of session:** presentation, training, brainstorming, discussion, etc.
- **Zoom link** (from #events)
- **Time and timezone**
- **Short description** (if available or relevant)

Keep in mind:

- DDs should **not** be repetitive or generic.
- They should **capture attention** and give people a **reason to join**.
- Be concise — Thrivers should be able to **quickly read** the post without excessive scrolling.

You are encouraged to be **creative** with the Daily Diaries!

Use inviting and uplifting language that reflects the spirit of THRIVE — make it **engaging, clear, and inspiring**.

You can access the **THRIVE Google Calendar** here: → https://calendar.google.com/calendar/u/0/embed?src=thrivabilitymatters@gmail.com&ctz=Australia/Brisbane

4. The Connection Between Daily Diaries (DDs) and the Calendar

Daily Diaries (DDs) and **Calendar Coordination** work closely together.
Whenever you come across an event:

- **Update the calendar first**, ensuring that the meeting's details (date, time, and title) are accurate.
- When creating or updating DDs, use the calendar to **check the dates and meeting details**.

The calendar is one of the **main sources of truth** for all upcoming meetings and events.

5. Checking the Calendar

When preparing a Daily Diary:

- Open the THRIVE Calendar.
- Look at the events scheduled for the day you're updating.
- Use this to collect accurate meeting details (name, time, organizers, etc.).

Example:

On **8th October**, you may see **8 meetings** scheduled.

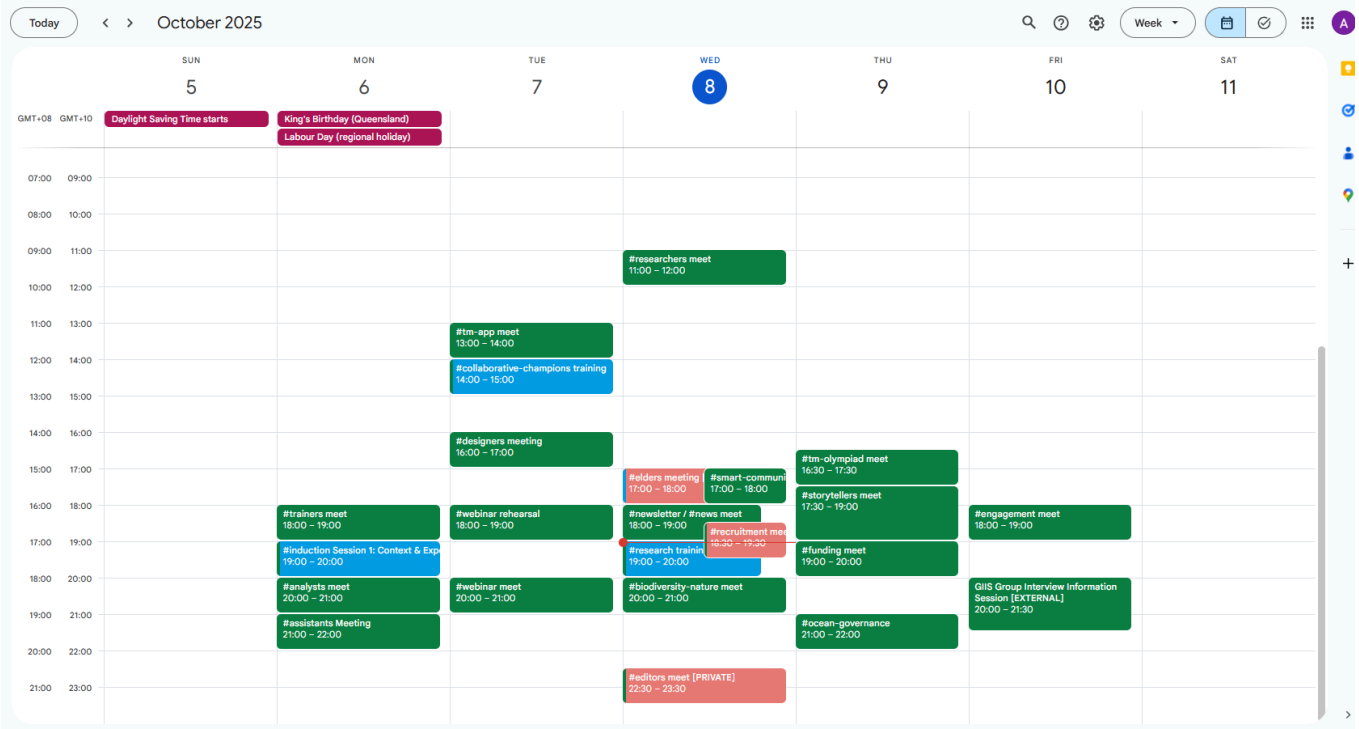
Each meeting is **color-coordinated** for easy identification.This color scheme helps you quickly identify meeting types and plan your DD updates more efficiently.

🟩 Green → Weekly/ Fortnightly Meetings

🟦 Blue → Trainings

💗 Pink → [PRIVATE] Meetings

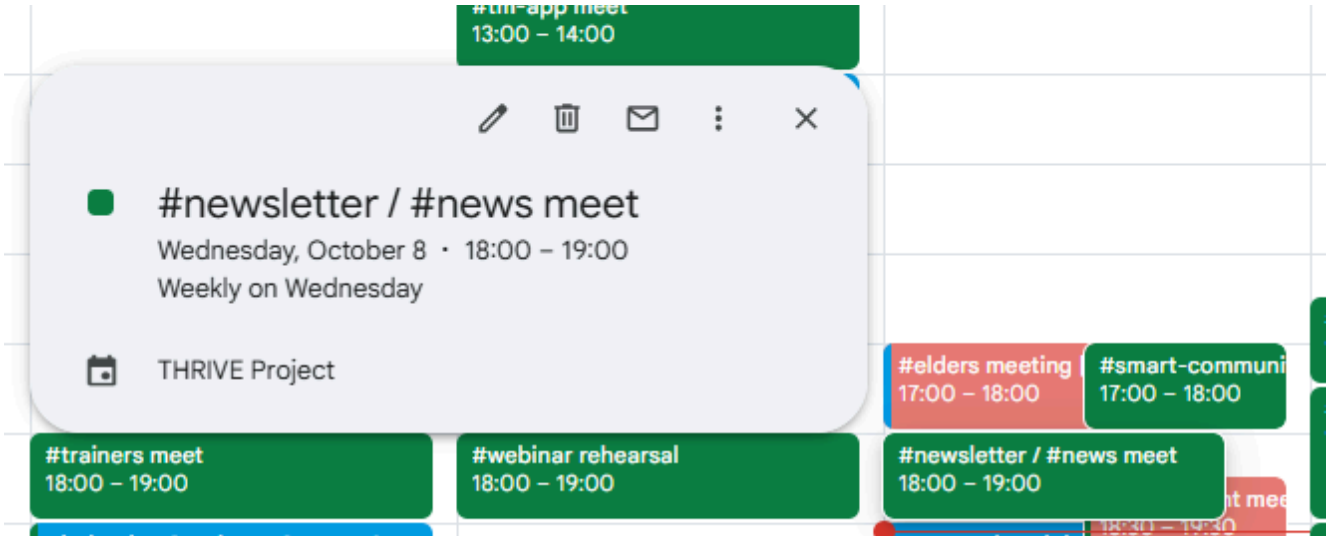
🟥 Red → Presentations



Example: Updating a Daily Diary from the Calendar

Let's take the example of a **Newsletter Meeting** scheduled on **8th October at 18:00 (UTC +10).**

Here's how you can use the information:



EVENT **Schedule THRIVE Event** WORKFLOW 6:06 PM

Event Name

- #Newsletter Meeting

1

Date/Time

- 8th October 2025 at 18:00 GMT+10 (24-hour time)

2

Teammates

3

- **Organisers:** @Becca, @Kim
- **Invitees:** @Ollie, @Mia, @Sudeepa, @Winnifred
- RASCI:
  - Responsible: @Ollie, @Kim
  - Accountable: @Becca
  - Support: @Mia, @Sabz, @Sudeepa
  - Consulted: @Angus
  - Informed: private channel, private channel, private channel, #team-storytellers

4

Agenda

- discuss ways to increase subscribers
- consider influencers to reach out to
- consider October content
- further points

5

Meeting Link

- Join at https://us05web.zoom.us/j/89598434649?pwd=KGVJUpCB9VHLF743jonqf4W6bZ85E8.1

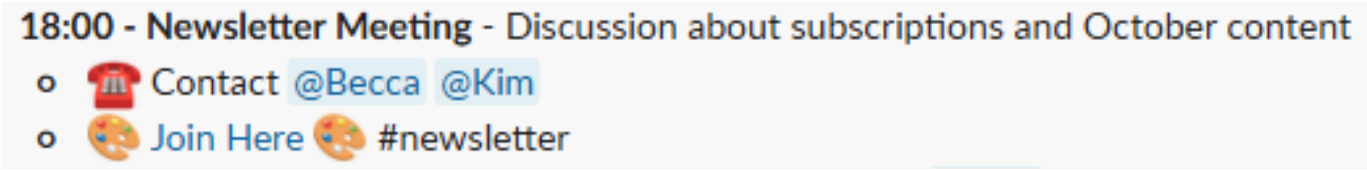
6

React with ✅ to RSVP if you intend to attend, whether you were invited or not. If you were invited but cannot attend, react with ❌.

After this event is complete, an organiser should then react to this message with NAS to record the Next Action Steps (NAS) for this event.

✅ 1 ❌ 1

1. **Meeting Name:**
   Found in the calendar — use this exact title in your DD.
2. **Date and Time:**
   Must match the calendar **exactly**. Double-check before posting.
3. **Organizers / Contacts:**
   Include the **Host** and **Recorder** as contact people in the DD.
4. **RASCI Verification:**
   When creating or referencing the RASCI, check the latest version in the NAS or verify it using this link:
   https://docs.google.com/spreadsheets/d/1KYCjTVe2MPhcipbyrUPK_NciGQh35ai-bm_mpG8Y_Y4/edit?gid=78800743#gid=78800743
   If you find outdated names or roles, please **update the spreadsheet** accordingly.
5. **Agenda and Meeting Details:**
   Review the meeting agenda in **#events** and include a **short summary** in the DD — something engaging that highlights the purpose or topic of the meeting.
6. **Zoom Link:**
   Copy the **Zoom link** from **#events** and include it in the DD as a **hyperlink**.



6. Tips

Keep your DD post:

- Short and to the point
- Visually neat and easy to read
- Accurate according to the **Calendar** and **#events**

This ensures Thrivers can quickly see what's happening, when, and how to join — all from one place.

Version Control Information

@Name	Version number	Update	Reason	Date
@Abhi, @Justin	**v1.0**	First version of the guide	New Event Guidelines tool needed documentation. @Justin updated formatting to be consistent with other guides.	29/10/2025