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Templates download/Minutes for teams

This template contains a combined roll-up page for creating meeting minutes of different teams. A standard protocol page template is also included.

The template can be expanded with additional page templates for different types of meeting minutes.

Download

Attendees

Antje Kramer (secretary), Mark Pichler, Ursula Gerstmair, Hu Cheng

Agenda

Time	Duration	Topic	Responsible
10:00 AM	30 min	Review of open leads	
10:30 AM	15 min	Strategy: customer relations	
10:45 AM	15 min	New pricing concept	
11:00 AM	60 min	End of meeting	

Results

- 6 of 9 leads are promising, follow-ups to be scheduled
- Pricing structure too difficult for customers to understand
- Missing documentation for customer relations processes

Action items

Description	Responsible	Due date
Follow-ups		
Meeting with management regarding new prices	Hu	week 35
Documentation for customer relations strategy in wiki	Antje	week 36

Signatures

--MLR (talk) 15:21, 25 May 2021 (CEST)
 --MLR (talk) 15:21, 25 May 2021 (CEST)

Signatures

Importing the template

The import file is included in the archive file *HW-Minutes.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-Minutes.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** Sie *Upload file...*

The template is now available in your wiki.

Pages included in the import

The xml import creates the following files in your wiki:

- Meeting minutes (in the *Main* namespace)
- Template:Meeting minutes
- Template:Meeting minutes/styles.css

- Template:Meeting minutes standard

Using the template

Create a namespace

Over time, you will create many pages for meeting minutes. It therefore makes sense to store them in their own namespace. We suggest that you create the "Minutes" namespace for this purpose. The template for minutes requires that this namespace is available.

If you do not want to use the "Minutes" namespace in your wiki, you can adjust the expected namespace in the file *Template:Meeting minutes*. To do this, change the prefix *Minutes* in the *inputbox* tag:

```
{{#tag:inputbox|
...
prefix=Minutes:{{{1|{{PAGENAME}}}}}/
```

to your own namespace, here exemplified as *Your_namespace*:

```
{{#tag:inputbox|
...
prefix=Your_namespace:{{{1|{{PAGENAME}}}}}/
```

Add a navigation link

To easily find and create meeting minutes, you should provide a direct link to the Minutes roll-up page in the [main navigation](#). By default, the page *Meeting minutes* is located in the main namespace. You can move it to any namespace you want.

Customizing the template

Creating individual teams

Three adjustments need to be made for each team section on the main *Meeting minutes* page:

1. The **box heading** with the team name.
2. The **team name** used to create the file path for this team's minutes. This generates the main page prefix used for any meeting time for this team before the date. For example *Marketing/2021-07-01*.
3. The **page template** you want to use for the team's meeting minutes. By default, there is only one template (Meeting minutes standard) for all meeting minutes. Simply create a new page in the template namespace and assign it here as a preload template for a team.

Example of a team:

```
<div class="block">
== My team==
{{Meeting minutes|My team|preload=Template:Meeting minutes my team}}
</div>
```

Result:

My team

New page

- [My team/2021-05-25](#)

Inputbox for creating meeting minutes

Customize the main navigation

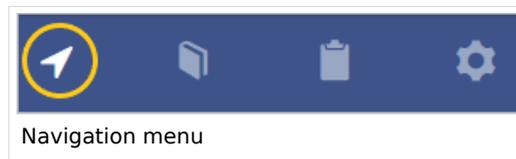
Users with administrator rights can change the menu items in the main navigation.

Contents

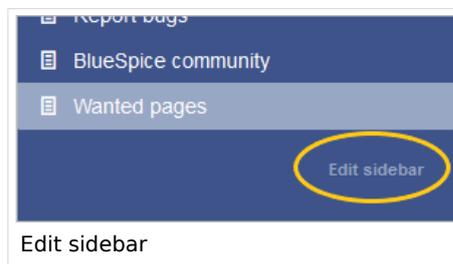
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Changing the menu items

The main navigation is visible to all wiki users. By default, it is on the left side of the wiki layout. You can always switch to the main navigation by clicking on the associated icon at the top of the navigation bar.



To activate the edit link, hover over the last menu item in the main navigation.



The link *Edit sidebar* loads the page *Mediawiki:Sidebar*:

```
* Navigation
** Main_Page|Main page
** Special:AllPages|From A to Z
* Enterprise
** Company|Company
** Staff|Staff
** Sales and Marketing|Sales, Marketing, Projectmangement
** Products and services|Products
** Category:Organisation|Customers and Organisationen
```

The menu items are structured as a list:

* = menu header (collapsible)

** = clickable menu item

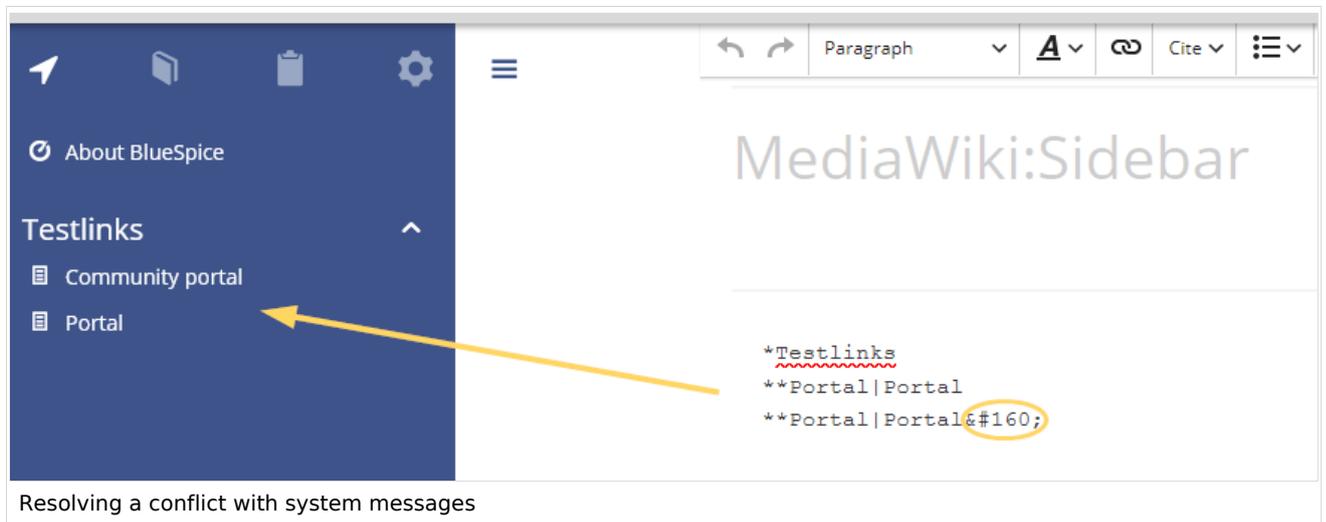
The syntax for a clickable menu item is `Page name|Page label` :

In the navigation example above, the page description *From A to Z* links to the page *Special:AllPages* .

Note: It is not possible to create sub-items in the navigation bar.

Link labels may collide with system messages. If this is the case, simply append the HTML-code for an empty space to the description:

```
**Portal|Portal&#160;
```



Changing the icons

You can assign different icons to each menu item in the main navigation. Let's assume you have a menu item called *Quality assurance*. The default BlueSpice icon is a *page* icon:



To change the icon:

1. Open the page *MediaWiki:Common.css* in edit mode.
2. Add the following lines to the end of the page and save the page:

```
#n-Quality-assurance > i:nth-child(1)::before {
  content: '\e9a1';
  font-family: 'entypo';
}
```

Note that the space in the label *Quality assurance* has to be replaced with a hyphen (*Quality-assurance*).

The icon is now customized to an *eye* icon:



Reload the page or empty the browser cache if the changes are not immediately visible.

Navigationlinks with special characters

If the text for the menu items contains special characters, they are converted in the HTML code of the page. In this case, right-click on the corresponding entry and, depending on the browser used, select "Inspect" or similar.

Sie sehen nun den zugrundeliegenden Quelltext und sollten eine Stelle angezeigt bekommen, die diese Form

```
<a id="n-MENÜEINTRAG" class="list-group-item" ..... >
```

Ersetzen Sie im obigen Beispiel `#n-Video-Tutorials` durch `#n-MENÜEINTRAG`.

Navigationslinks mit Sonderzeichen

Der oben aufgeführte CSS-Eintrag funktioniert nur, wenn die Linkbeschreibung keine Sonderzeichen enthält. vorhanden sind, wird die ID des Links wie folgt in die *Common.css* eingefügt:

```
a[id="n-Qualit.C3.A4tssicherung"] > i:nth-child(1)::before {
  content: '\e90e';
  font-family: 'entypo';
}
```

Inspect page with Google Chrome

There you can see the underlying source code and should see a line item that has this form:

```
<a id="n-MENUEENTRY" class="list-group-item" ..... >
```

For example, the German menu item *Qualitätssicherung* is shown as *n-Qualit.C3.A4tssicherung*. The selector in *Common.css* is *#n-Qualit.C3.A4tssicherung*.

```
a[id="n-Qualit.C3.A4tssicherung"] > i:nth-child(1)::before {
  content: '\e90e';
  font-family: 'entypo';
}
```

After saving *Common.css* and reloading the page you now see the selected icon.

Available icons

You can see all available icons on the page `w/extensions/BlueSpiceFoundation/resources/bs.icons.php` of your wiki.

A [list with all icons](#) and their character keys on this helpdesk is available here and is the same for any default installation of a BlueSpice wiki.

In the upper line you can click through different fonts, below you find the icons with the corresponding character keys. In *MediaWiki:Common.css* you have to adjust the entries *font-family* (entypo, fontawesome, icomoon, ...) and *content* (character key) accordingly.

Group-specific navigation

It is possible to show navigation elements for specific user groups only. Please note that the pipe symbol (|) between the page name and its label has to be escaped as `{{!}}` within this function.

```
{#ifingroup:sysop,widgeteditor |
*Test2
**somepage{{!}}Some page
|}}
```

Supporting language settings

If you want to make sure that your menu items are shown in the language a user has set under *Preferences*, you need to provide a separate message page for each menu item. These message pages need to reside in the namespace *MediaWiki*. Since BlueSpice supports English and German (both de and de-formal), you need three language pages for each menu item in the sidebar.

In the following example, we create a menu item called *Quality assurance*. A user who specified German (de) or formal German (de-formal) in their preferences, should see the label *Qualitätssicherung* instead.

To create the labels in EN, DE and DE-formal:

1. Create or edit the page *MediaWiki:QA* and add the text for the English label (*Quality assurance*). Save the page.
2. Create or edit the page *MediaWiki:QA|de* and add the text for the German label (*Qualitätssicherung*). Save the page.

3. Create or edit the page *MediaWiki:QA|de-formal* and add the text for the German label (*Qualitätssicherung*). Save the page.
4. Create the link on the page *MediaWiki:Sidebar*: `**About_quality_assurance|QA` This creates a link in the main navigation to the page *About quality assurance* and displays the label that is located in the different language message pages. To test the languages, go to *Preferences > User Profile* in your user profile menu. In the section *Internationalisation*, set the language from English to German or vice versa and save the setting. The language of the menu item now displays in the correct language.

Navigation in multilingual wikis

Important! These instructions do not apply in a farm environment or in separate language wikis. These instructions are used for maintaining languages via sub-pages.

If you have content in multiple languages, you want that users with English language preference settings not only see the corresponding menu labels. They should also be directed to the English page when they click on a menu item. Users with German language settings should see the German content after clicking on the German menu link. In this case, you also have to create separate link targets in addition to the language labels.

Note: To avoid having to set up different navigation pages for formal (de-formal) and informal German (de), you can create a policy, which language setting should be used by your users.

In the previous section, we already created the labels when a user switches languages. Now we also have to create different link targets for these pages. If the main language is English and the page is called *About quality assurance*, the translations can be located in subpages. For example, the German version is located under *About quality assurance/de*.

To create the link targets to the language pages:

1. Create or edit the page *MediaWiki:QA-url* and add the link to the English page *About quality assurance*. The link is entered without brackets, in plain text. Save the page.
2. Create or edit the page *MediaWiki:QA-url|de* and add the text for the German page (*About quality assurance|de*). The link is entered without brackets, in plain text. Save the page.
3. Create or edit the page *MediaWiki:QA-url|de-formal* and add the text for the German page (*About quality assurance|de*). The link is entered without brackets, in plain text. Save the page.

In the link to the *Quality assurance* page, change the link from

```
**About_quality_assurance|QA
```

to

```
**QA-url|QA
```

This achieves the language switch for the target pages (QA-url) and for the label of the menu item.

Depending on the language settings of the user, the user is now directly directed to the correct language version.

Related info

- [Translation of pages within a wiki](#)
- [Personal navigation](#)