

Wiki Guidelines

Style

Authors should adopt a **neutral, objective, and fact-based tone**. The style should be **clear, concise, and accessible**, avoiding personal opinions or biases.

The writer's primary aim is to **inform**, not to persuade, ensuring that all content is supported by reliable documentation and verifiable facts.

The attitude should be one of **humility**, recognizing that the goal is to contribute to a shared resource, and thus collaboration, respect for the work of others.

You can write more **personal contents** in the comments, or put your name on top of a section to identify yourself as the author.

Revision

There is an option in the wiki to see the changes done by users by clicking on **revision**. The idea of the wiki is to create a neutral, objective, fact-base knowledge (ideally without people's name), but we can always see who added the information by clicking on revision:

The screenshot displays a wiki page titled "VIDEO TEAM". The main content area lists tasks under various headings: "Members" (Tan Isorn, Anaparka Egle and Anaparka Deepa), "Responsibility" (a list of 12 tasks including setting up camera, connecting network, establishing routine, documenting procedures, setting up lighting, setting up AV room, setting up projector, and electric sockets), "Budget" (a single bullet point about a budget for equipment and furniture), "Specs" (a single bullet point about sharing room specs), and "Tan Jalla's comments" (two bullet points about portable vs. stationary equipment). The sidebar on the right contains a "Details" section with revision history (Revision #19, created 1 month ago by Kittadhammo Bhikkhu, updated 11 hours ago by Rachaya ADL Project, referenced by 1 item, watched via parent book) and an "Actions" section with buttons for Edit, Copy, Move, Revisions (highlighted with a red box), Permissions, Delete, Watch, Favourite, and Export.

clicking the *changes* by your chosen user, you get:

- **Setting up and test** the audio equipment that is necessary to do the **PA** from the different locations:
 - In front of the main shrine
 - In front of the secondary shrine (niche)
 - In the monk eating area
 - In the cloister
 - **Note:** Audio Mixer desk, amp and wireless and wired (?) microphones need to be provided by us. (this contradicts the previous information I was given) Contractor provide up to the socket (ceiling speaker are included) "I need to clarify this with our AV team - Tan Karunno in particular. My understanding was that our AV team had asked to procure many items ourselves, and Jigsaw to provide items that needs to be installed into the fabric of the building ie the internal and external speakers. I'm surprised to see that according to MXF's list, Jigsaw will provide the amplifier, the microphone, etc. too. First, I'll check with Jigsaw if they have already included those items in the price. Second, we need to check with Tan Karunno if there is any old items that we can reuse." A straightforward option will be to have Jigsaw buy everything, OR we buy everything (except the speakers). Pick and choose from the list will be very confusing." – RK. 28-Aug-24 9pm.
- Setting up the audio equipment that is necessary to **record** Dhamma talks (check with video team above)
- Setting up the **AV room** and **Audio cupboard** with all the items needed (work with video team)
 1. Furnitures,
 2. Shelving
 3. etc.

Rudast

Which is what you can see automatically when anyone edits any page of the book you **watch**.

Public pages or User only

What is our policy for the view of the content. User only with only some pages public?

Usage of Data

Prefer Google Drive over Wiki for large amount of data (images, PDFs, video, audio, etc.)

Need to have a good way of linking the data to the wiki

Usage of username

In my experience, it is much better to use a personal account, instead of a position account in the wiki. I.e. Cittadhammo Bhikkhu (cittadhammo@amaravati.org) instead of Anonymous Recycling Officer (waste@amaravati.org). This for the following reasons:

1. You don't know who is speaking in the comment, or who created/modified a page if a position account is used. Over time, different people will occupy
2. Position are good for handling emails account under an office job (position), but not for personal interaction with a community software.
3. People will change their office over time, but you want them to keep using the wiki with a continuous account and be able to log in even when they retire from an office.

4. When someone else takes the office, the old person cannot use the wiki and has to create a new account with all his profile and set up changed.
 5. When you take a new office, you don't want the previous officer settings, comments, watches in your wiki account.
 6. People should have a personal wiki account and their name can temporary being mentioned on an office page like Recycling Officer with the office email. When the officer change, just change the name on the office page.
 7. If you have multiple office, it doesn't make sense to have to change account when you use the wiki. It is not like an inbox where you can switch between perso and work. A wiki is a work environment where real people (not officer position) interact.
 8. More to come... ;-)
-

Revision #11

Created 5 September 2023 10:26:47

Updated 29 August 2024 09:20:59 by Cittadhammo Bhikkhu