IRC-MEETBOT

Syntax Cheat Sheet

IRC

- **/away [message]**: Set an away message, or use no message to return from being away. For instance, "/away teaching class" or "/away home for the night."
- **/help <command>**: Help on a specific command.
- **join <channel>**: Join a channel. Remember to include the # in front of a channel name, as in "/join #teachingopensource"
- **/me <action to perform>**: Perform an action. This just changes the way your nick is displayed for that message. For instance, someone with the nick "John" who simply types "I am dancing" would display as "John: I am dancing" whereas someone with the nick "Jane" who types "/me dances" would display as "Jane dances."
- **/msg <nick> <message>**: Send a private message to a user (as opposed to a channel). For instance, John could private message Jane by typing "/msg Jane this is a private message to Jane."
- **/names [channel]**: List the users currently in a channel.
- **/nick <new nickname>**: Change your nickname. Particularly helpful for marking yourself as afk (away from keyboard).
- **/whois <nick>**: Get information on a user. For instance, Jane could get more information about John by typing "/whois John" - output from this command may display in your main nickserv's screen (the screen you see before you join any channels) or in the private message (PM) window for the user you are querying.

MEETBOT

- **#startmeeting** - start the meeting.

- **#chair <nick>** - add chairs to the meeting. Only chairs can issue commands to the meeting bot.

- **#meetingname <meeting-name>** - Usually the name of the team meeting (example: Foo College Software Engineering Class). This will also be the name of the logfile the meeting will get saved as.

- **#meetingtopic <topic>** - overall meeting topic. For instance, "Midterm project reviews."

- **#topic <currenttopic>** - Use topic to go through each of the topics in your agenda. For instance, "Team X presenting" or "Team X feedback." The main meetingtopic will stay the same.

- **#action, #accepted, #agreed, #help, #idea, #info, #link, #rejected**, etc. - as needed in the meeting. (#commands will provide a full list of available commands.) Of particular note is #action, which will sort at the end of the meeting to a list of action items by person, and is the only command that non-chairs can do during a meeting.

- **#endmeeting** - end the meeting.

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