**10 ways to get the best out of the wiki**

A wiki is a webpage which anyone can edit. All group members can make and view changes to a wiki page. No one needs to collate and consolidate various versions. This makes wikis robust, open-ended and collaborative. You can compare edited versions of a wiki page and revert back to previous versions, avoiding loss of any work which may become relevant.

1. **Record meeting minutes** – record minutes directly during meetings (online and offline) allowing attendees to keep track, and have an instant record available for anyone to add to.
2. **Signpost key content** – create a contents list for your group to signpost members to relevant threads, library items, events, etc. Organise content by topics and themes making them accessible from a single place. See wiki example 1.1 below.
3. **Coordinate events** – develop agendas collaboratively and create delegate lists allowing virtual organisation of events.
4. **Organise plans and ideas** – avoid unnecessary emails and build plans and ideas together and store everyone’s contributions and amendments in one single place. See wiki example 1.2 below.
5. **List facts and frequently asked questions (FAQs**) – create and build facts and FAQs collaboratively in one single place, and point people to them.
6. **Manage project development and actions** – update project work areas, keep track of development and actions, test new ideas and get feedback from everyone to inform decisions.
7. **Report issues** – record on-going issues for reporting, and pick up duplicate issues easily and identify related issues quickly.
8. **Create useful resources** – store reference lists of contacts, documents, external links and websites, instructions, checklists, etc. for all members to easily view and update. See wiki example 1.3 below.
9. **Build collaborative dictionaries** – list an A-Z of common terms used in your work area, for members to view and add to, building a group vocabulary. See wiki example 1.4 below.
10. **Display operational manuals** – save guides and manuals in a wiki making it easy to update when things change, ensuring members have access to the latest version all the time.

**Wiki example 1.1 - Signpost key content**



**Wiki example 1.2 - Organise plans and ideas**



**Wiki example 1.3 - Create useful resources**



**Wiki example 1.4 - Build collaborative dictionaries**

