W3C IRC Cheat Sheet

Legend: Using angle brackets and square brackets = <required> [optional]

IRC Commands	
Joining a room	`/join #MeetingChannel`
Private or non-minuted comments	`/me [Comment]`
Private message or discussion with another participant	`/msg <OtherPersonNick> [your message here]`
Zakim Commands	
Upon arriving	`Present+ <your nick>`
To see who is at the meeting	`Zakim, who is here?`
To add yourself to the queue	`Q+`
To remove yourself from the queue	`Q-` or `ack <nick>/<name>` (whichever you are using)
To see who's on the queue	`Q?`
Add yourself to the queue with note	`Q+ [<name or nick>] to <note>`
Display the agenda	`Agenda?`
Scribing Commands	(Note that "item", "agenda", and "Agendum" can all be used interchangeably and are not case-sensitive.)
Making yourself Scribe	`Scribe: <name>` or `Scribenick: <your nick>`
Moving to next Agenda item	`Zakim, next item`
Moving to Agenda item out of numerical order	`Zakim, take up item <number>`
Closing an Agenda item	`Zakim, close item <number>`
Modify an agenda item	`Zakim, item <number> = <newtext>`
Add an item to the agenda	`Zakim, item+ <newtext>`
Drop an item from the agenda	`Zakim, item- <number>`
	(ACTION, ISSUE, AND RESOLUTION are case sensitive, and should be in ALL CAPS)
Assigning an action item to somebody	`ACTION: <name> (or <nick>) to <e.g. fix the typos in test case comments>`
Assigning an action item to somebody with a specific date	`ACTION: <name> (or <nick>) to <e.g. write a new section about color handling - due 15 June 2016>`
Creating an ISSUE	`ISSUE: <e.g. Success Criteria 4.2.3 needs a test suite>`
Recording a RESOLUTION	`RESOLUTION: <e.g. This TF will revisit this issue in November>`
Reviewing an ACTION Item	`ACTION-<number>`
Reviewing an ISSUE Item	`ISSUE-<number>`
Reviewing an RESOLUTION Item	`RESOLUTION-<number>`
Ending a Meeting	`RRSAgent, make logs public` (then)
	`trackbot, end meeting` (then)
	`Zakim, please part`
It is recommended that if you are the scribe, do not leave the IRC Channel until you have verified that the minutes have been posted. If you encounter an issue, contact the appropriate W3C Staff Contact for assistance.	

source: The Zakim IRC Teleconference Agent: https://www.w3.org/2001/12/zakim-irc-bot, The RRSAgent IRC Bot: https://www.w3.org/2002/03/RRSAgent, and IRC Trackbot: https://www.w3.org/2005/06/tracker/irc