



ATLASSIAN  
Community

COMPANY USER GROUP

# Messaging Template

This page provides messaging templates for leaders to leverage to easily get started in welcoming members, socializing meeting announcements and promoting upcoming events.

## Short description

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*[Company Name] Atlassian Company User Group (CUG) provides a dedicated space for team members to network, seek assistance, and share experiences related to using Atlassian products.*

## Welcome message

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*Hi, team!*

*Welcome to our [Company Name] Atlassian Company User Group (CUG), dedicated to all things Atlassian.*

*We are thrilled to provide a dedicated space for team members who utilize Atlassian products to connect, ask questions, support one another in overcoming challenges, and celebrate successes that come with using Atlassian products.*

*Our goals for this group include:*

- Discuss any challenges you may be facing and exchange ideas and solutions to overcome them.*
- Share real-life examples from your work to gather feedback, stimulate discussion, and offer tips and advice.*
- Enhance your foundational knowledge of Atlassian products within your organization through the [Atlassian University learning paths](#) (Now free).*

*Alternatively, you can seek expert advice within the Atlassian Community by clicking [here](#).*

*Say hello to:*

*[Name], [Title], [Company]*

*[Name], [Title], [Company]*

*[Name], [Title], [Company]*

*[Name], [Title], [Company]*

*We have a request for you...*

*To make the most of your time here, please take a moment to introduce yourself by sharing your name, title, and department. Additionally, let us know which Atlassian product(s) you are using and if you are currently facing any process or workflow-related challenges.*

# Meeting announcements

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*[Company Name] Atlassian CUG Meeting Announcement [Date]*

Hi [*@channel*],

*Our next CUG meeting will be taking place on [date]. This is a 1-hour product breakout session where we'll focus on:*

- 1. [Presentation topic(s)]*
- 2. Atlassian product & Community updates*
- 3. Product Training*

*I will share the agenda and more resources ahead of the meeting. If anyone has topics they would like to see covered or questions to ask, comment below!*

## Meeting recap

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*[Company Name] Atlassian CUG Meeting Recap [Date]*

Hi [*@channel*],

*Check out the meeting notes from our latest meeting on our Canvas / Confluence page. Here's a brief summary of our meeting for those who were unable to attend:*

*[Presentation topic]*

*[1-3 bullet takeaway from presentation]*

*[Community Updates]*

*[1-3 bullet takeaway from presentation]*

*[Product Updates]*

*[1-3 bullet takeaway from presentation]*

*Upcoming Events*

- [Insert your company events or Atlassian Community events]*
- Our next CUG meeting will be [Date]*

*For those who participated in today's meeting, we encourage you to share a key takeaway or valuable insight by commenting below!*