

# #2 Meeting agenda

time	min	topic	
0:00	10	Check in	
0:10	5	Attendance Duration Minutes Information Next meeting	
0:15	5	Consent to agenda	
0:20	30	Selecting roles	D
0:50	10	Infrastructure & communication	D
1:00	15	Gather items for the backlog	E
1:15	15	Prioritize the backlog	D
1:30	5	Add new members (y/n)	D
1:35	10	(Select new members)	D
1:45	5	Update the backlog	
1:50	10	Check out	

## Roles

### Leader:

Making sure the circle runs and is operating.

- Checking in with people and tasks
- Notice items that are falling through the cracks and either deal with them or bring them to the circle.

### Facilitator:

Making sure the circle meetings run.

- Planning the agenda (with input from the leader) and inviting members.
- Holding circle meetings.

### Secretary:

Making sure the circle's documents are in order.

- Taking notes during circle meetings.
- Making sure minutes and other related documents are accurate and up to date.

(You might later add a delegate)



# Notes for facilitators

In a round, everyone shares how they are. *"How are you doing entering the meeting?"*

- Notice who is present/missing/late.
- Make sure someone is taking notes.
- Ask for permission to facilitate (or ask someone else to facilitate and get the group's permission)

Mention the duration of this meeting. Is everyone able to stay until the end of the meeting?

Are the meeting minutes accurate? Were they distributed? Do all members have access?

Does anyone have any information to share, like an announcement, an invite, or a celebration?

Confirm your next meeting date/time or make a plan.

- (1) Describe the agenda and make sure people can ask questions for understanding.
- (2) Ask whether something needs to be changed or if the agenda is good enough to get started.

Use the **selection process** ↓ to select a leader, facilitator and secretary

Use the **consent process** for an infrastructure proposal (see book)

What are topics you will have to talk about, issues you might have to solve? In rounds, let people collect future agenda items. You can prompt them by asking "How might we...?"

(1) Add items to the backlog. (2) Let everyone identify 3 items they find important (3) Everyone shares in a round which items they find most important. (4) Do a second round where people can respond or change their priorities. (5) Make a proposal and find consent.

Do you want to add members? To test, propose to add additional members. If someone objects and there is no obvious way to integrate it, move on. If everyone consents, go to the next item.

Use the **selection process** ↓ to select a new circle members. One modification: this time, your nominations are people from outside of your circle.

Make sure all additional future topics are written onto the backlog.

Ask "What did you enjoy in this meeting that we should do again? And what would improve your experience?" Take notes - if there are specific ideas or issues, add them to the backlog.

## Selection process

- (1) Review the roles
- (2) Gather qualifications for each role.  
In rounds, compile a list of qualifications and qualities for each of the roles that a person filling that role should have.
- (3) Consent to the list of qualifications.
- (4) Let everyone nominate (silently).  
Remind everyone that they can nominate themselves!
- (5) Share nominations & reasons (round)
- (6) Change round  
Give everyone a chance to change their nomination. It is not necessary that everyone nominates the same people by the end!
- (7) Make a proposal and go to consent.  
You can either make a proposal yourself or ask someone else to make one.

If there are objections, use the strategies of integrating objections from the consent process.