

#3 Meeting agenda



time	min	topic	
0:00	10	Check in	
0:10	3	Attendance Duration Minutes Information Next meeting	
0:13	2	Consent to agenda	
0:15	5	Integrate new members	D
0:20	15	Sub-circles, or roles?	D
0:35	20	Operationalize priority item #1	D
0:55	20	Operationalize priority item #2	D
1:15	20	Operationalize priority item #3	D
1:35	10	Review process so far	E
1:45	5	Update the backlog	
1:50	10	Check out	



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.

If you invited new members, let them introduce themselves. Decide by consent to accept them.

In rounds, see whether there are sub-circles or roles you could establish in the near future.

Use the policy process ↓ to address your priority item.

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Do one round where everyone can take the big-picture view. How has this process worked for us? What would we like to do differently, for example on meeting format, facilitation, time management, our sense of connection with each other, and any other relevant topic.

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.

Policy process

(1) Understand the issue

- What is there to know about the issue?
- What are needs at play here? Who is affected?
- Synthesize into a needs statement and see if everyone consents to it.

(2) Create a proposal by...

- **identifying the dimensions**
("In order to make a good agreement, we will have to say something about ___")
- **gathering proposal ideas**
("I think we should ___")
- **synthesizing the proposal ideas into a proposal**

Once there is a proposal, seek consent in the consent process.