|  |
| --- |
| **[Circle name]** |
| **Aim** | **Domain**  |
| **[circle aim]** | (everything for now) |

|  |
| --- |
| **●▬▬▬▬▬๑۩ CIRCLE MEMBERS ۩๑▬▬▬▬▬▬●** |
| **Name** | **Circle Roles** & end of term (YYYY-MM)  | **Linking Roles**& end of term (YYYY-MM)  |
| [Name, email] |  |  |
| [Name, email] |  |  |
| [Name, email] |  |  |

|  |
| --- |
|  **●▬▬▬▬๑۩ LINKS AND MEETINGS ۩๑▬▬▬▬▬●**  |
| (add your links)  |

[#1 (2021-XX-XX) Time: XX:XX](#_bh82t72se1as)

[#2 (2021-XX-XX) Time XX:XX](#_6j55xoix7c5f)

[#3 (2021-XX-XX) Time XX:XX](#_r7seezte3r33)

[#template (2021-XX-XX) time: XX:XX](#_e6gcm4lbzpdt)

|  |
| --- |
| **●▬▬▬▬▬▬▬▬๑۩** **BACKLOG ۩๑▬▬▬▬▬▬▬▬▬●** |
| [item name] | [who is holding it?] |  | [Review date] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **#1 (2021-XX-XX) Time: XX:XX**

|  |  |  |
| --- | --- | --- |
| 0:00 | 15 | **Check in**  |
| 0:15 | 5 | **A**ttendance: name1, name2, name3, name4, name5 (roles/members here?) **D**uration (how long is this meeting?)**I**nformation (announcements?)  |
| 0:20 | 5 | **Consent to agenda**  | reportexploredecide |
| 0:25 | 10 | **Commitment to consent** * Proposal*: We commit to using consent as a decision-making method*
* Decision:

 | **D** |
| 0:35 | 10 | **Commitment to rounds** * Proposal*: We commit to rounds as a default way of talking, in particular for check-ins and check-outs, most explorations, and for consent rounds.*
* Decision:
 | **D** |
| 0:45 | 20 | **Decision about the aim** Proposal*: …* (fill in your proposal, make modifications as needed)Decision: | **D** |
| 1:05 | 10 | **Experience with regard to the aim**  | **E** |
| 1:15 | 15 | **Getting to know each other** | **R** |
| 1:30 | 10 | **Defining the founding members** Proposal*: The members of our group are: \_\_\_* | **D** |
| 1:40 | 5 | **Next meeting:** \_\_\_ | **D** |
| 1:45 | 5 | **Update the** [**backlog**](#y5pipy6phw2o) |
| 1:50 | 10 | **Check out** |

#

# **#2 (2021-XX-XX) Time XX:XX**

|  |  |  |
| --- | --- | --- |
| **time**  | **min** | **Topic** |
| 0:00 | 10 | **Check in** |
| 0:10 | 5 | **A**ttendance: name1, name2, name3, name4, name5 (roles/members here?) **D**uration (how long is this meeting?)**M**inutes (last times minutes - anything needing attention?)**I**nformation (announcements?)**N**ext meeting (confirm date or make a plan) |
| 0:15 | 5 | **Consent to agenda** | reportexploredecide |
| 0:20 | 30 | **Selecting roles**1. Review the role definitions
2. Gather qualifications

|  |  |
| --- | --- |
| **Role** | **Qualifications** |
| Leader | ... |
| Facilitator | ... |
| Secretary | ... |

1. Get consent on the qualifications
2. Note down nominations
3. Nomination round: share your nominations (see table)
4. Change round: note people’s updated nominations

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Leader** | **Facilitator** | **Secretary** |
| **(name)****(name)****...** | (nomination)(nomination) | (nomination)(nomination) | (nomination)(nomination) |

Proposal: ... leader (term: ...)... facilitator (term: ...)... secretary (term: ...) | **D** |
| 0:50 | 10 | **Infrastructure and communication**Proposal (template):*This circle will communicate using \_\_\_. All circle documents (lists, minutes, and reference documents) will be in \_\_\_**… At the top of that document will be the backlog (= the list of future agenda items) of the circle.* | **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)**Proposal: *Let’s select up to x additional people to add to the group.* | **D** |
| 1:35 | 10 | **(select new members)**

|  |  |
| --- | --- |
| **Name** | **nominates...** |
| **...** | **...** |

 | **D** |
| 1:45 | 5 | **Update the** [**backlog**](#y5pipy6phw2o) |
| 1:50 | 10 | **Check out** |

##

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# **#3 (2021-XX-XX) Time XX:XX**

|  |  |  |
| --- | --- | --- |
| **time**  | **min** | **Topic** |
| 0:00 | 10 | **Check in**  |
| 0:10 | 3 | **A**ttendance: name1, name2, name3, name4, name5 (roles/members here?) **D**uration (how long is this meeting?)**M**inutes (last times minutes - anything needing attention?)**I**nformation (announcements?)**N**ext meeting (confirm date or make a plan) |
| 0:13 | 2 | **Consent to agenda** | reportexploredecide |
| 0:15 | 5 | **Integrate new members**  | **D** |
| 0:20 | 15 | **Sub-circles, or roles?**  | **E** |
| 0:35 | 20 | **Operationalize priority item #1**  | **D** |
| 0:55 | 20 | **Operationalize priority item #2**  | **D** |
| 1:15 | 20 | **Operationalize priority items #3**  | **D** |
| 1:35 | 10 | **Review processes so far**  | **E** |
| 1:45 | 5 | **Update the** [**backlog**](#y5pipy6phw2o) |
| 1:50 | 10 | **Check out** |

##

**Note: this is the template for ongoing meetings. Copy it to prepare meeting #4 onwards.**

# **#template (2021-XX-XX) time: XX:XX**

|  |  |  |
| --- | --- | --- |
| **time**  | **min** | **Topic** |
| 0:00 | 10 | **Check in** |
| 0:10 | 3 | **A**ttendance: name1, name2, name3, name4, name5 (roles/members here?)**D**uration (how long is this meeting?)**M**inutes (last times minutes - anything needing attention?)**I**nformation (announcements?)**N**ext meeting (confirm date or make a plan)  |
| 0:13 | 3 | **Consent to agenda** | **r**eport**e**xplore**d**ecide |
| 1:00 | 20 | **Topic #1** | **RED** |
| 1:20 | 20 | **Topic #2** | **RED** |
| 1:30 | 20 | **Topic #3** | **RED** |
| 1:50 | 5 | **Update the backlog** |
| 1:55 | 10 | **Check out** |

##