<groupname> Document & Meetings

| ABOUT THIS CIRCLE  | **Aim(s)** |  | **Review Term** | | --- | --- | --- | | **Domain** |  | 2022-11-22 | | **Circle Members** | Name (email address); name (email address) | | | **Parent Circle** | Circle name & link to circle’s document | | | **Sub-Circles** | * Circle name & link to circle’s document | | | **Circle email address** |  | | | **Circle Folder** |  | | | **Objectives &** **Key Results** |  |  | | **Key Links** |  | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ROLES  | **Process Roles** | **Name & email address** | **Review Term** | | --- | --- | --- | | [**Leader**](https://forums.sociocracyforall.org/t/circle-roles-responsibilities-and-how-tos-for-the-circle-leader-and-secretary/1024#leader-1)  supports circle operations |  | 2022-11-22 | | **Delegate**  second voice in parent circle |  | 2022-11-22 | | **Facilitator**  facilitates meetings |  | 2022-11-22 | | [**Secretary**](https://forums.sociocracyforall.org/t/circle-roles-responsibilities-and-how-tos-for-the-circle-leader-and-secretary/1024#secretary-8)  minute-taking and docs admin |  | 2022-11-22 | | **Operational Roles** | **Name & email address** | **Review Term** | |  |  | 2022-11-22 | |  |  | 2022-11-22 | |  |  | 2022-11-22 | |
| OTHER POLICIES  | **Policy Title** | **Brief Description** | **Term** | | --- | --- | --- | |  |  | 2022-11-22 | |  |  | 2022-11-22 | |  |  | 2022-11-22 | |  | | 2022-11-22 | |
| BACKLOG  | **Due date** | **Priority** | **Description** | **Desired Outcome** | **Holder** | | --- | --- | --- | --- | --- | | 2022-11-22 | !!! |  | Exploration |  | | 2022-11-22 | !! |  | Report |  | | 2022-11-22 | ! |  | Report |  | | 2022-11-22 | 💤 |  | Report |  |   You can sort this table by due date by Format > Table > sort ascending |

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# MEETINGS

For a new meeting, copy the [Agenda Template](https://docs.google.com/document/d/10HH85JxeLbmB3S6XiXMYSiol5VG7V1Lr70Cvk9DkRpA/edit#heading=h.j48t4adu0t6t) table and paste it below.

# MEETING AGENDA TEMPLATE

| 2023-01-01 at 00:00 UTC | | | |
| --- | --- | --- | --- |
| **TIME & DURATION** | | **MEETING’S LOCATION/LINK:** | **OUTCOME** |
| 00:00 | 10 | **OPENING ROUND / CHECK-IN** (no notes) | |
| 00:10 | 5 | **ADMIN**  **A**ttendance – *who’s here and filling roles?*   * **Facilitator**: name | **Secretary**: name | **Leader**: name | **Delegate**: name | **Other members**: names | **Guests**: names   **D**uration – *does anyone need to leave earlier?*   * 1h30m   **M**inutes – *anything needing attention from the previous meeting’s minutes?*  **I**nformation – *any announcements?*  **N**ext meeting – *when and where?*   * 2023-01-01 at 00:00 for 00 minutes | |
| 00:15 | 2 | **CONSENT TO AGENDA** | **Decision** |
| 00:17 | 3 | **ACTION ITEMS ACCOUNTABILITY** – *noted from previous meeting* | **Report** |
| 00:20 | 10 | **REPORTS**  **Parent Circle Report – Leader: name**      **Sub-Circles Report – Delegate: name**      **Op Roles & Projects Reports – Role/Project Holder: name** | **Report** |
| 00:30 | 15 | **AGENDA ITEM** | **Exploration** |
| 00:45 | 15 | **AGENDA ITEM** | **Report** |
| 1:00 | 10 | **AGENDA ITEM** | **Report** |
| 1:10 | 5 | **ACTION ITEMS RECAP** – to paste under next meeting’s *Action Items Accountability* | **Report** |
| 1:15 | 5 | **BACKLOG UPDATE** | **Exploration** |
| 1:20 | 10 | **CLOSING ROUND / CHECK-OUT** – feedback on content, interpersonal, processes | |

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