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

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| **●▬▬▬▬▬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] |  |  |

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| --- | --- | --- |
| **●▬▬▬▬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] |
|  |  |  |  |
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|  |  |  |  |

# **#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** | report  explore  decide |
| 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** | report  explore  decide |
| 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** | report  explore  decide |
| 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** | |

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