Meeting Facilitation and Decision Making Sheet

Meeting format

Opening Round
- ADMIN
- Consent to agenda
- Agenda Items
- Update Backlog
- Closing Round

1. Attendance
2. Duration
3. Minutes
4. Information
5. Next meeting

Report
- Share and understand information

Exploration
- Listen to reactions and ideas

Decision
- Make a decision

with feedback on
- process
- content
- interpersonal

Checklists

New circle/team
- Aim(s)
- Domain
- Term for evaluation
- Membership
- Roles (Leader, Delegate, Facilitator, Secretary)

Complete proposal
- Final wording
- Term for evaluation
- Metrics for evaluation
- Feedback plan
- Publication and implementation

Co-create a proposal

Understand
- What is the context? The underlying needs? Synthesise into a needs statement.

Explore
- Picture forming: dimensions?
- Proposal shaping: proposal ideas?

Decide
- Synthesise into a proposal
- Decide by consent

Selection process

Understand role
- Clarifying questions on role description
- Qualifications for role?
- Consent on list of qualifications

Explore options
- Write down nominations
- Nomination round (say why)
- Change round

Decide
- Propose candidate
- Decide by consent
- Celebrate and publish

Select the role

Understand the objection(s)
- Clarifying questions round

Explore options
- Modify the proposal (to address the concern)
- Shorten the term
- Measure the concern (to track the concern)

Decide
- Synthesize amendments
- State the amended proposal
- Decide by consent

Integrate objections

Co-create a proposal

Understand
- Present a proposal
- Clarifying questions round

Explore
- Quick reactions round

Decide
- Re-state the proposal (with amendments, if any)
- Consent or objections round
- Integrate any objections
- Celebrate and publish

(Make sure every decision has a review term.)