Meeting Facilitation and Decision Making Sheet

Meeting format

Opening Round

ADMIN

Consent to agenda

Agenda Items

Update Backlog

Closing Round

1. Attendance

4. Information

2. **Duration**

5. Next meeting

3. Minutes

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
- $\hfill \square$ 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

- Synthesize into a proposal
- Decide by consent

Selection process

Understand role

- Clarifying questions on role description
- Oualifications 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

Decide by consent

Understand

- Present a proposal
- Clarifying questions round

Explore

· Ouick 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.)

Integrate objections

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



