

Meeting format

IN SOCIOCRACY

Check-in

"How are you entering this meeting?"

"Let's make sure everything is taken care of before we start on our agenda items."

Agenda

"Let me describe the agenda..."

"Are there any additions to the agenda?"

"Are there any objections to the agenda?"

Topics

Decision: "Let's see if we can make a decision on..."

Exploration: "We will gather some ideas/feedback on..."

Report: "Let's make sure we all know what's happening on..."

Backlog

"What from today's meeting needs to go on the backlog?"

(term ends - roles/policy; follow-up topics /new items)

Evaluation

"How are you leaving this meeting?"

"How could we improve content, process, interpersonal dynamics?"

