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?"

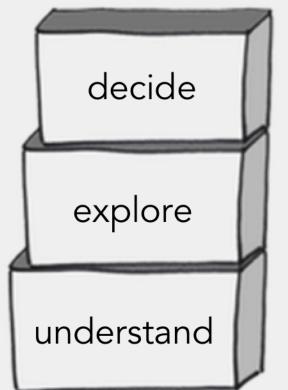
"How could we improve content, process, interpersonal dynamics?"

Opening round ADMIN

Who is here/absent? Roles? How long is this meeting? Last meeting's minutes ok? Info/announcements? Next meeting time? (or: who schedules?)

ATTENDANCE DURATION MINUTES INFO NEXT MEETING

Consent to agenda



Decision

Exploration

Report

Update backlog

Closing round

