

Meeting – template

A standard sociocratic meeting template, which can be easily adapted.

Opening Round

This is an opportunity for everyone to briefly share something about how they are as they arrive at the meeting. It can be structured around a specific prompt (for example sharing a work highlight from the previous week) or it can be left open. Opening rounds are included in meetings to boost connection between members and to share relevant information about anything impacting on a member's ability to participate in a meeting.

ADMIN

- Attendance (any apologies)
- Duration
- Minutes (approve the previous meeting minutes; run through action points)
- Information (any announcements or important information not covered in the agenda)
- Next Meeting (date and time; apologies in advance from anyone unable to attend)

Consent to the agenda

An opportunity to check that the meeting agenda includes everything which needs to be covered, to add in any requests for additional items and delete any items that no longer need attention (for example if the person with the necessary information is absent).

Agenda items

Each agenda item will be clearly labelled to state the desired outcome:

- Report – information update
- Explore – a request for the issue to be discussed
- Decide – a request for a decision

Meeting summary

Actions and decisions; update the backlog (the list of items waiting to come to a meeting); requests for the next meeting agenda.

Closing round

An opportunity for each member to provide brief feedback on the meeting.

Time	Mins	Topic
10:00	5	Opening Round
10:05	4	Admin <ul style="list-style-type: none">• Attendance – all members here? All roles filled?• Duration – how long is this meeting?

		<ul style="list-style-type: none"> • Minutes – minutes from the last meeting. Anything needing attention? Go through action points. • Information – announcements? • Next meeting – confirm date or make a plan. 	
10:09	3	Consent to agenda	
10:12	10	Item 1: Report from... [Name] Clarification questions	report
10:22	10	Item 2: Feedback on... [Name] Clarification questions Reactions	explore
10:32	20	Item 3: Proposal to... [Name] Clarification questions Reactions Consent	decide
10:52	3	Update backlog Next meeting agenda requests. Meeting summary – actions and decisions.	
10:55	5	CLOSING ROUND	