

Team Agenda Date

Quick Links

- *Time, date and zoom link for weekly meeting*
- *Link to document template*
- *Link to archived minutes*
- *Link to Comms Hub page*
- *Review dates for role elections and policies*

Minutes:

Facilitator:

Present:

STANDING ITEMS

A. Assign facilitator & minute-taker

If a facilitator wasn't assigned at the last meeting, assign a facilitator and minute-taker.

B. Check-ins

One thing you're grateful for, how are you feeling, or what would make it easier for you to be present in this meeting today?

C. Regenerative Cultures Reminder

D. Name the purpose of the meeting

E. Actions Review of the Minutes of the last meeting

Copy Action Points that were not completed and still need to be, or have unknown status due to absence

F. Feedback from external coordinator on wider circle meetings

G. Feedback from link roles

H. Project Updates and Reports from subgroups

I. Build the Agenda

[List items from 1-4 depending on urgency and give an approx. time that the item might take]

AGENDA ITEMS

1.

CLOSING

J. **Date and time of next meeting:** _____

Assign a facilitator for the next meeting.

AP ___ to set up the next Zoom or BigBlueButton meeting and inform/remind the group (via Mattermost or if still using them Signal/WhatsApp group chat, Basecamp)

K. **Vision Reminder** (invitation: pause, breathe, close eyes)

Let us take a moment to consider why we are here. Let's recall our love for the whole of humanity, in all corners of the world. Let's remember our love for this beautiful planet that feeds, nourishes and sustains all life. Let's recollect our sincere desire to protect all this, for now and for generations to come. As we act today/this week, may we find the courage to bring this sense of peace and appreciation to everyone we encounter, to every word we speak, and to every action we make. In this emergency. Together. Rooted in love. We are all we need.

L. **Closing round**

Sharing gratitude for something that has happened in the meeting

AP Minute-taker copy-pastes the template agenda to prepare for the next meeting, and cut-pastes items not dealt with in this meeting into the agenda for the next meeting (or individuals may choose to deal with them before the next meeting).

Culture reminders

Regenerative Culture Reminder (original)

We are transitioning towards regenerative cultures. These are cultures of respect and listening, in which people deal with conflicts when they arise, using short feedback loops to talk about disagreements and issues without blaming and shaming. They are cultures in which we cultivate healthy boundaries by slowing down our yeses and returning tasks when we are unable to follow through. They are healthy resilient cultures built on care and support, where people arrive on time for commitments. We are all crew.

Alternative Regen Reminder for Covid-19 Lockdown Period

Let us take a moment to be present with each other, despite the physical distance we have to maintain. Let's remember that we are transitioning to regenerative cultures. These are cultures of respect, understanding, inclusivity and listening where we arrive on time for commitments, slow down our yeses, return tasks we cannot complete, where we do not blame and shame. These are also cultures where we understand and celebrate that we are all deeply connected to the natural systems that sustain us, and that what affects us in one place and time will come to affect all of us. We are a part of nature and a part of each other, not apart. Let us embrace this time of isolation and reflection as an opportunity to revisit our principles and values. Let's use the time and space as a cocoon in which we

transform, ready to continue our rebellion in new beautiful and creative ways when we reemerge. We are all crew.

Empowerment Reminder (Self-Organising System)

We are a self-organising movement. No-one is in charge. We are given authority by our place in the whole. Let's take it, and use it. When we all hold power, there is empowerment. Let's embrace the power that our groups entrust to each of us, and our teams, to make decisions within our roles, and play our part within our groups. In this system we are all important, we all have things to contribute to the whole. We are all poorer if we miss out on unspoken ideas. For those who find it easy to speak in a group, let's step back and allow others in. For those who find it hard to speak up, let's embrace the opportunity to find our voice. This is our new way of working. This is autonomy and decentralization in practice.

Vision Reminder

Let us take a moment — this moment — to consider why we are here. Let's recall our love for the whole of humanity, in all corners of the world. Let's remember our love for this beautiful planet that feeds, nourishes and sustains all life. Let's recollect our sincere desire to protect all this, for now and for generations to come. As we act today/this week, may we find the courage to bring this sense of peace and appreciation to everyone we encounter, to every word we speak, and to every action we make. In this emergency. Together. Rooted in love. We are all we need.