

Protocol for TEC calls

There are 4 different types of calls we regularly have in the TEC.

- **Hack sessions/Labs**
No agenda needed
Can be recorded and posted with consent from the participants (Transparency)
no moderation needed
- **Working group sync calls**
Needs agenda if over 3 people
Can be recorded and posted with consent from the participants (Transparency)
Needs facilitator (Steward)
Needs moderator (a different person than the steward)
- **Community calls**
Needs agenda
Should be recorded and posted with consent from the participants (Transparency)
Needs facilitator (Steward)
Needs moderator (Steward or Gravity)
- **Private calls**
Needs agenda if over 3 people
Cannot be recorded and there should be confidentiality agreement
Needs facilitator (Steward or Gravity)
Needs moderator (Steward)

Common rules for all calls:

Nonviolent communication is the common rule (assertive, careful language)
Humbleness of knowledge (not trying to impose own perspective)
Respect the moderation (The moderator can stop interventions if considered)
Respect to the time and topics of the agenda
Respect the others integrity
Spamming/sabotage leads to retire from call
Open mics while presentations can be server muted
Participants can use different languages for comfortably expressing ideas.

Description:

- A. Agenda: There should be a previous consideration about the content and the process of the meeting. Referring to what will be discussed and how is it going to be tackled.
- B. Recording and publishing: The TEC is proactive to transparency. Many of the calls can be recorded and published by consent of the Transparency Working group.

- C. Facilitator: Determines location, time and key attendees to the meeting, proposes the agenda, can assign responsibilities and action items, communicates conclusions and next steps, sets next meeting dates.
- D. Moderator: Ensures equal speaking opportunities, helps to develop the agenda, sets and manages time limits. If there are disturbances on the call, the moderator can temporarily mute mics or ban users.