Civic Tech Ottawa: Hacknight #58
Tuesday, January 16, 2018

<u>Key discussion items:</u>

- **How should each month of Civic Tech meetings to be structured?**

  Initial thoughts/questions (based on last week's meeting):
  ➔ Have a speaker once a month
  ➔ Have time dedicated to project updates
  ➔ Do more demo days
  ➔ Facilitate critical discussions on technology - monthly?
  ➔ How can we help make project work more sustainable?

- **What are the tasks involved with planning and executing the Civic Tech meetings?**

  Initial thoughts/questions (based on last week's meeting):
  ➔ Make a monthly schedule/checklist outlining tasks involved and deadlines
  ➔ Have a monthly coordinator responsible for making sure all tasks are done and for MC'ing the meetings for that month
  ➔ What have been the biggest logistical challenges? How can we address those going forward?

- **What needs to be done from a "leadership/organizers" perspective (i.e. more strategic than logistical)? And how should this be structured?**

  Initial thoughts/questions (based on last week's meeting):
  ➔ Do specific roles need to be identified? (E.g. communications coordinator, outreach coordinator, sponsorship coordinator, etc. - people could step up for a few months at a time)
  ➔ How often should a leadership/organizers group meet?

<u>Planned Outcomes for Hacknight #58:</u>

- ❏ Draft monthly checklist/tasklist
- ❏ Identify February meeting coordinator
- ❏ Determine plan for rest of January meetings
- ❏ Identify next steps for leadership/organizers group