Check 2023-02-14 - C4C Tuesday Sprint Planning Agenda-Somebody see comments & **blue font** for template edits/suggestions

C4C

Tuesday Sprint Planning Agenda

Purpose of this document

Planned Agenda items for C4C Tuesday Sprint Planning Agenda - 60 min

Minutes of Meeting
- Taken by (Scribe):
- Roles & Tasks:
  - Facilitator/s:
  - Scribe/s:
  - Admin/s:
  - Recording Video*:
- Attendance:
- Notes:
- Summary for Meetup, Social Media & YouTube Description:

Tasks & Duties
- Administrator
- Facilitator:
- Scribe:
- Video Recorder:

Links & Details:
- Recording to this meeting:
- Wednesday Meetup (Needs work & updating)
- Recording Videos
  - Live streaming videos to YouTube for C4C,
    - Please take the following steps to ensure we play safe in public spaces.
- After meeting: (This Section Needs updating)

Purpose of this document

This is a Working Document to help streamline & collect information, tasks & records.
This document is a complementary format to the flexible format of our C4C Sprint Planning Miro Board. This document is meant to be an ongoing record of activities & information from the Miro board.

Planned Agenda items for C4C Tuesday Sprint Planning Agenda - 60 min

Record the meeting!
See notes for recording videosbelow IF live-streaming to YouTube
Expectations Alignment (5 minutes)
(00:00) Announcements - All - 2 min

(00:02) Revise agenda and align expectations - All - 3 min

Consent Agenda (50 minutes)

Start Time (UTC)	**Topic of Discussion / Objective**	**Topic Leader(s)**	**Duration in min.**
15:05	Review Previous Agenda		5 min
	Updates: ● ● ●		
15:35	**Plan Wednesday Meetup** ☐ **Review & update Meetup Agenda**		10 min
15:45	Delegating Tasks - What are we doing? - Who is doing what?		

Closing (5 min)

- ☐ Acknowledgements - Raise hands to speak. Please acknowledge anyone who brought a new viewpoint, did something amazing, or otherwise stood out for you.
- ☐ Checking out - How are you feeling, where are you at? Speak from the heart.

Minutes of Meeting

Taken by (Scribe):

Roles & Tasks:

Facilitator/s:
Scribe/s:
Admin/s:
Recording Video*:

*see Recording Videos for uploading or live-streaming to YouTube instructions

Attendance:

- ☐ Yoram
- ☐ Melanie
- ☐ Seomon
- ☐ Nori
- ☐ Newman
- ☐ ... add attendees

Notes:

-

Summary for Meetup, Social Media & YouTube Description:

Tasks & Duties

Administrator

- [ ] Update Links & Details
- [ ] Check & change agenda document sharing permissions to “comment” **after** meeting
- [ ]

Facilitator:

- [ ]
- [ ]

Scribe:

- [ ] Take Notes
- [ ] Record Roles & Tasks (Scribe, Admin, Facilitator, Who is recording?)
- [ ] Record Attendance (this may change from start to end of meeting-Who showed up?)
- [ ] Summarize Notes for Meetup, Social Media & YouTube Description.

Video Recorder:

- [ ] Record video see Recording Videos for C4C below
  NOTE: Do not livestream to YouTube without a YT chat monitor
- [ ] Upload to C4C YT
- [ ] Add Summary from Scribe Notes
- [ ] Share recording link & update Links & Details

Links & Details:

Meeting:	**C4C Tuesday Sprint Planning Agenda**

Date of Meeting:	2023-
This Agenda:	
Calendar:	
Weekly Zoom:	https://us02web.zoom.us/meeting/register/tZMscu-prDwjG9HBEiAIY8V5kb9oHIk3zqZH
C4C Weekly Meetup Link:	https://www.meetup.com/cardano-catalyst-community-network/events/calendar/
C4C Weekly Zoom Link:	https://us02web.zoom.us/meeting/register/tZIudOmtpz8vH9wASKbPJ-JSUcq9azcE7Bp5
Slide deck:	
Recording to this meeting:	
Additional Notes:	
Previous Agenda:	
Previous meeting Recording	
Next week Meeting Agenda:	
☐ Document copied & updated by:	
☐ After meeting admin (update this agenda):	
Attendance: ☐ Yoram ☐ Melanie ☐ Seomon ☐ Nori ☐ Newman ☐ ... add attendees	

Wednesday Meetup (Needs work & updating)

Review & update Meetup Agenda
see also working document: 2023-Meetup Writeup
https://docs.google.com/document/d/1XbgsuI-4S0diduiQ6VPQFkg3j9PFPcIFNgS-XQbCU2M/edit?usp=sharing

Admin:
Check for Presentation signups:
Content:
create agenda using slide deck:
https://docs.google.com/presentation/d/1492_J0ZhT572S0tT76vsw2V_wXptGehEta8a82rq6v0/edit?usp=sharing
Update Meetup
Promote on Social Media Telegram, Discord, Twitter

Recording Videos

Live streaming videos to YouTube for C4C,

Live streaming to YouTube makes uploading from zoom to laptop to YouTube streamlined. It reduces this work and without someone to monitor the live chat, this is a security issue.

Please take the following steps to ensure we play safe in public spaces.

See also: https://youtu.be/mfgCUqJIT4I (update description as information changes)

In zoom select
- More
- Live on YouTube
 - Google Sign in (Cardano4Climate Gmail account)
- "continue to zoom screen"
- Title edit if necessary otherwise it will be the same as zoom meeting
- Privacy - select "unlisted" (this will allow others to view the recording with the link)

Recording will be live on YouTube AFTER admin goes in and changes this setting.

For events and even meetings, when a chat monitor is tasked with this job, live streaming directly & choosing the "Public" option will work.

More information related to this topic:

Change video privacy settings
https://support.google.com/youtube/an...

Join us! Cardano4Climate
Making the World Work Better for All People, Animals & the Planet.
https://linktr.ee/Cardano4Climate

After meeting: (This Section Needs updating)

Recording & Saved Chat:

- [ ] Save chat & upload to https://drive.google.com/drive/folders/1fnHNv0yGxMIMQd3S7wuA6Npyzv9YkiEK?usp=sharing
- [ ] Upload meeting video directly to YouTube
- [ ] https://studio.youtube.com/channel/UCBEnbwS_KKCl-yt4uXMTsMg/videos
- [ ] Add description: Agenda, relevant links from saved chat
- [ ] C4C links and outline for description are automatic now

2022 Cardano4Climate Links:

https://linktr.ee/Cardano4Climate
https://t.me/ClimateChange_THEChallenge
https://discord.gg/gUP26qyqpe
https://twitter.com/Cardano4Climate
Wednesday meetings: https://www.meetup.com/Cardano-Catalyst-Community-Network/events/
https://cardano4climate.com
YouTube Channel: https://www.youtube.com/channel/UCBEnbwS_KKCl-yt4uXMTsMg
Cardano4Climate Calendar at
https://calendar.google.com/calendar/u/0?cid=Y2FyZGFubzRjbGltYXRlQGdtYWlsLmNvbQ

- [ ] Share link to video in telegram & discord, add link to this agenda (above)

Agenda:

- [ ] Copy template, rename copy with date and create agenda for next meeting: https://drive.google.com/drive/folders/1fnHNv0yGxMIMQd3S7wuA6Npyzv9YkiEK
- [ ] Share agenda for next meeting in Core Team Telegram
- [ ] Ask for feedback and additions to agenda, update as needed

Advertising:
Wednesday Meetup:

- [ ] Update Wednesday C4C Meetup description at: (link changes every week- I think) https://www.meetup.com/Cardano-Catalyst-Community-Network/events/lrzpssydcfbdb/
- [ ] Check link & meetup information (did you write the description with caps on?)

- [ ] Discord: “Announcements” (within 24 hours of meetup)
- [ ] Telegram: Pin for everyone
- [ ] Twitter:?
- [ ] LinkTree: https://linktr.ee/impact.cardanosummit2022
- [ ] Other:

Core Team meeting:

- [ ] Create shareable meeting description & time + zoom & agenda links
- [ ] Share with community (~within 24 hours of meeting)
- [ ] In Discord: “meetings”
- [ ] Telegram: Pin for everyone
- [ ] Twitter:?
- [ ] Other:
- [ ]

Catalyst Funding related:

- [ ] Fill out meeting KPIs for reporting
- [ ] Other: