

Process Guild

Quarterly Report - Q3 2024, 1st July to 5th Sept

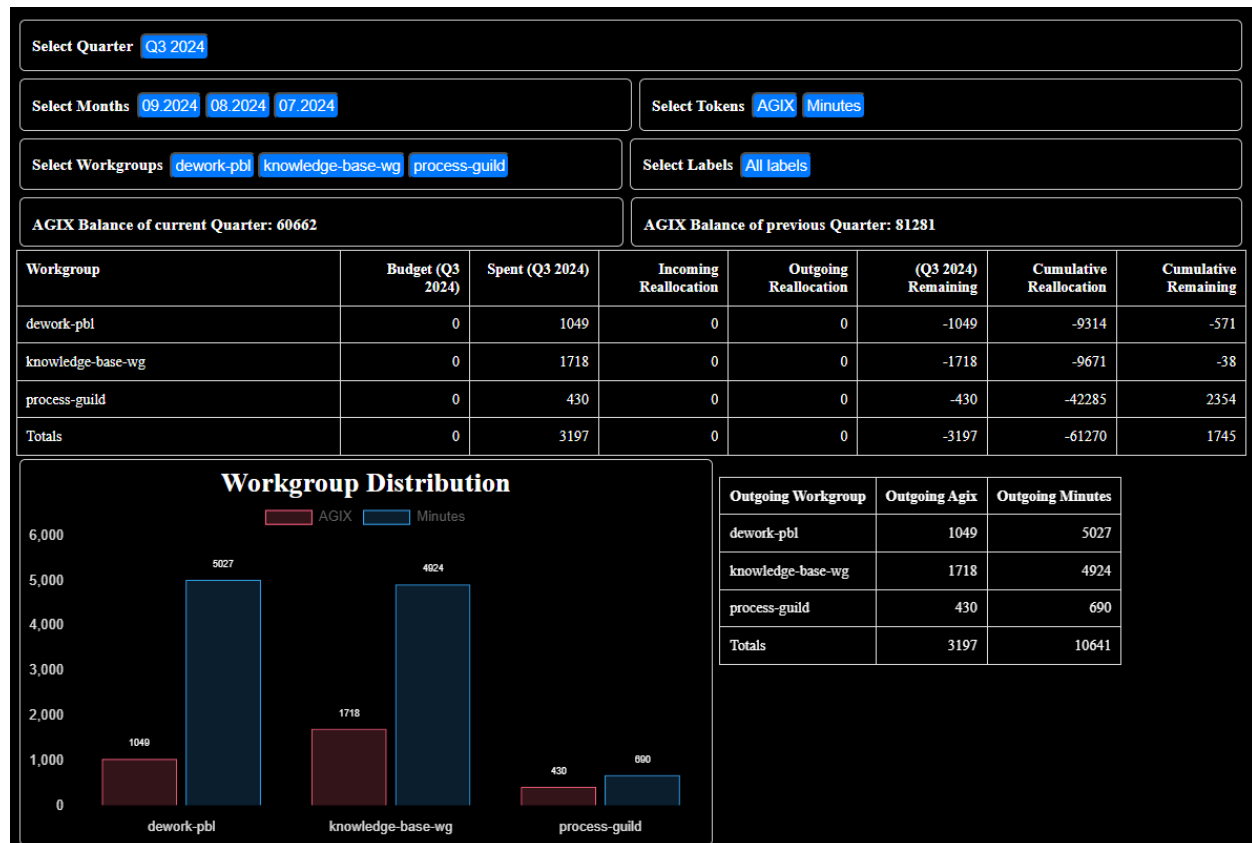
Guild leads: Tevo

Proposal Link: [\[icon\] Proposal - Process Guild](#) (Same as Q2)

Google Drive: [\[icon\] Process Guild](#)

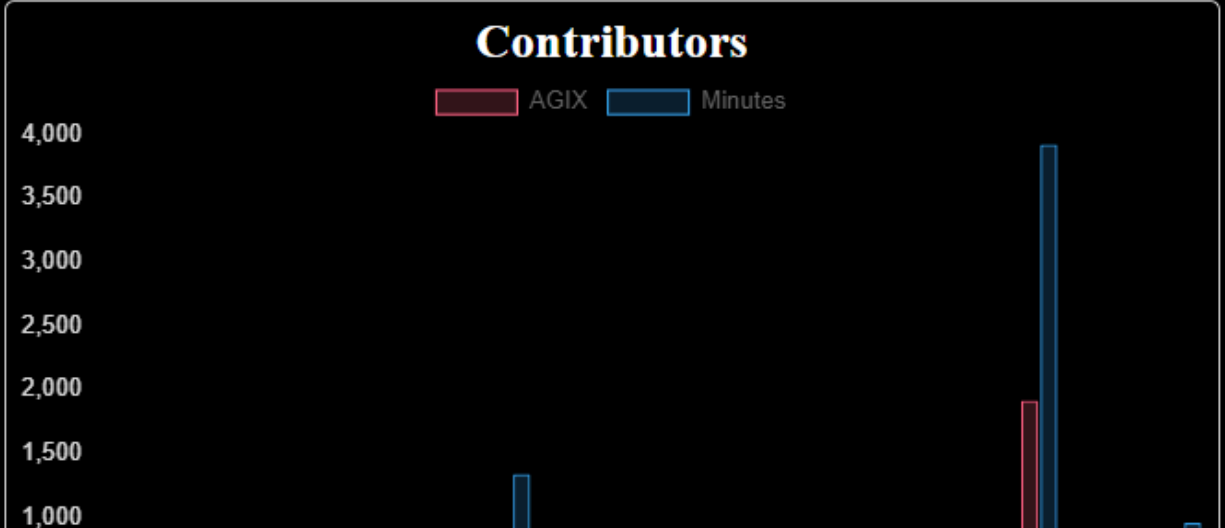
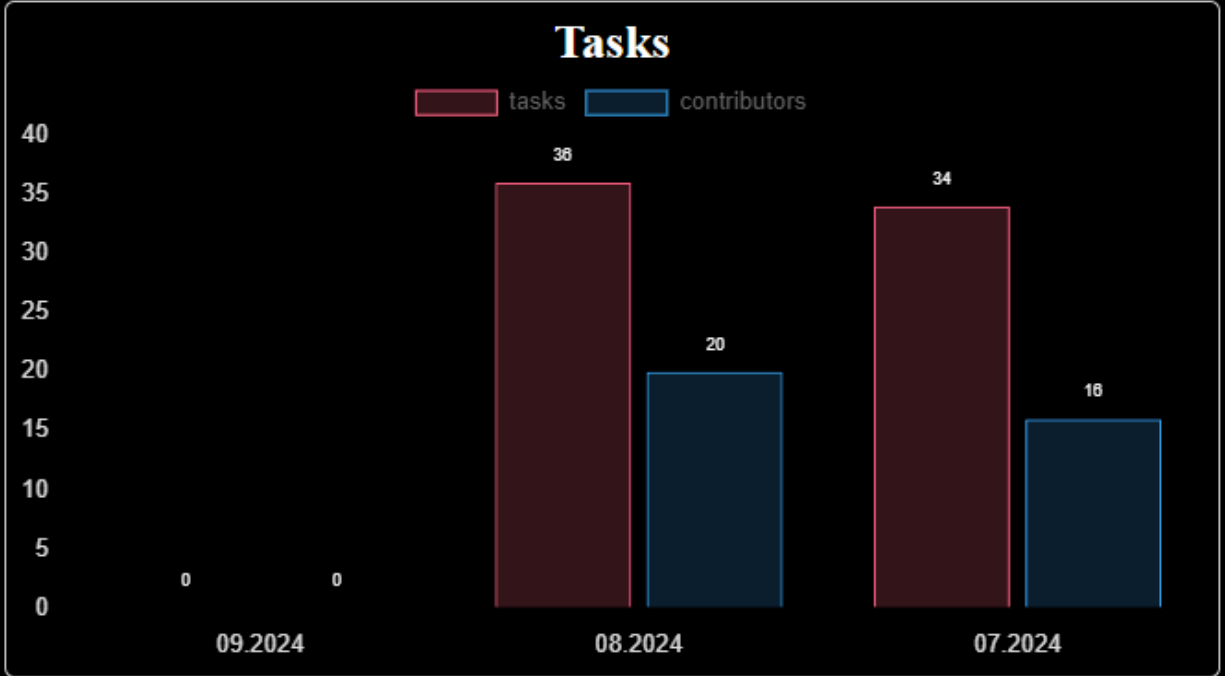
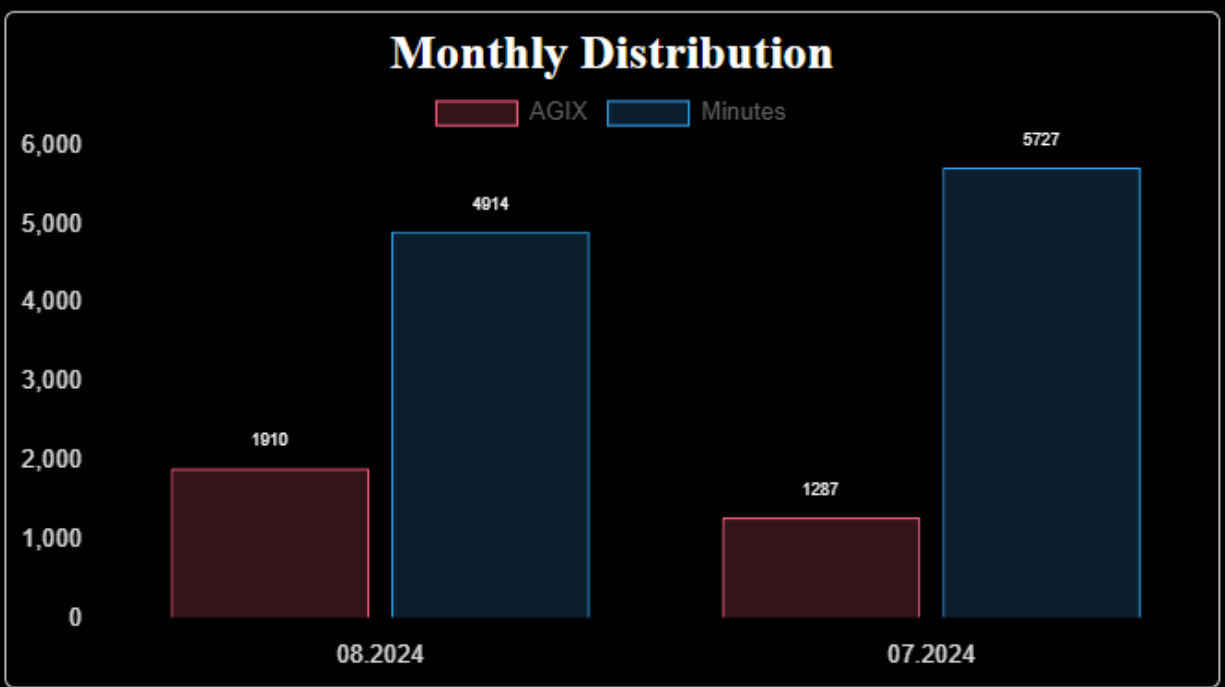
Dashboard

<https://treasuryguild.com/Singularity%20Net/Singularity%20Net%20Ambassador%20Wallet?tab=report&months=07.2024%2C08.2024%2C09.2024&workgroups=knowledge-base-wg%2Cprocess-guild%2Cdework-pbl&tokens=AGIX%2CMinutes&labels=All+labels>



Budget Insights

- The Process Guild Q2 proposal was used to balance out Dework PBL WG and Knowledge Base WG's operational costs.
 - We have been able to do more sessions than expected as there has been less time spent on meeting preparing and summaries than expected



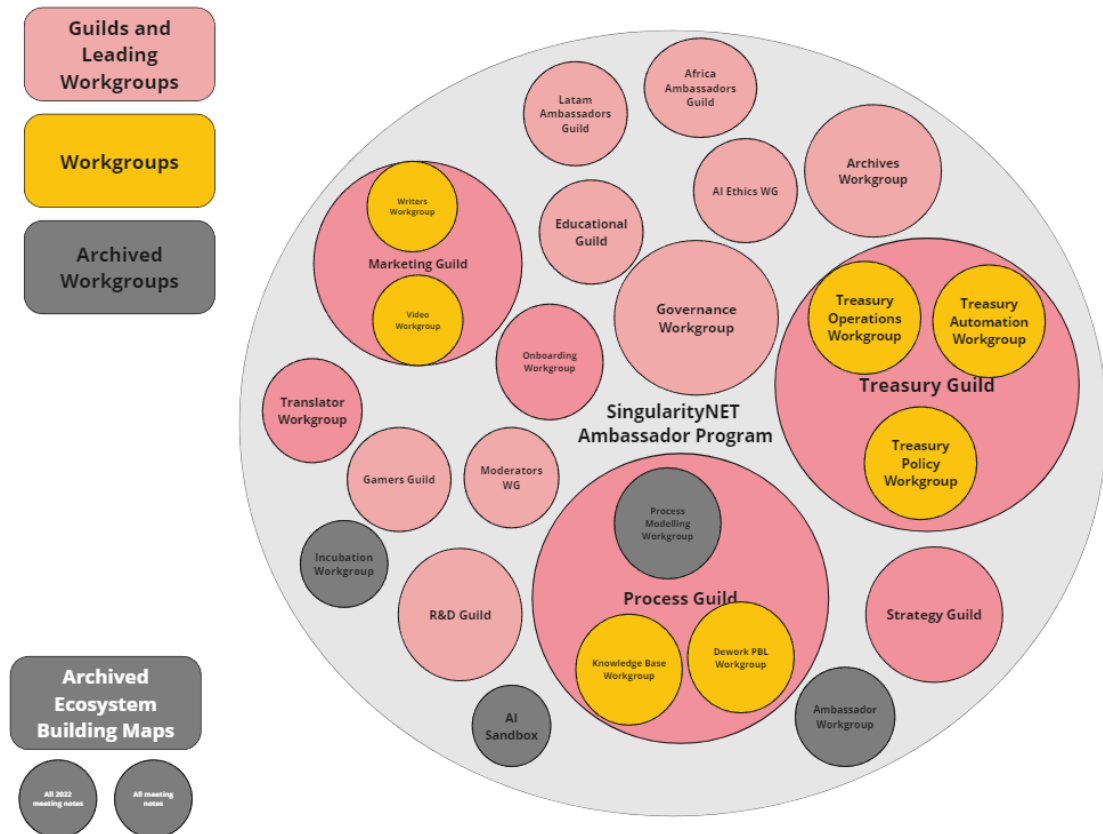
New Service

- Recognizing Zoom participation directly to Swarm Treasury Manager
 - If you are using Zoom for meeting facilitation
 - You can opt-in for a service for Process Guild member to import participation to Swarm Treasury Manager
 - The cost of operation is 5 USD per meeting and will be deducted from the Process Guild budget
 - Process Guild related group session costs are already counted into the Meeting Summary costs
 - A total of 15 meetings were imported across these groups in this time period:
 - Strategy Guild
 - African Guild
 - Marketing Guild
 - Writers WG
 - Knowledge Base WG
 - Dework PBL WG
 - Treasury Operators WG
 - Tracking Task on Dework:
<https://app.dework.xyz/singularitynet-ambas/process-guild?taskId=63de45a0-4ed9-4ede-a941-ef31bca5155c>
- Rewarding participation based on contribution
 - In Dework PBL, we started creating a tool to help calculate meeting rewards based on contributions to the workgroup.
 - Further updates about the tool are moved to Treasury Automation WG
 - Currently, onboarding a new workgroup to set up and create the reward rules requires a learning session
 - Treasury Automation WG will demo further updates and decide on minimum requirements until the tools are ready to be shared with all the other groups
 - In Q4, Tevo will experiment using the tools on all workgroups his leading
 - At the end of Q4, Process Guild will do a report and share lessons on the tool and its usage
 - Starting next year, based on retrospectives and experiments, the service can be made easier

Overview of Guild tasks performed

- This group aims to help maintain open spaces and support Knowledge Base WG and Dework PBL.
 - Below in the report you will find both Dework PBL and Knowledge Base WG Reports
- Contributed and reviewed to SingularityNET Supervisory Council Blueprint for Decentralization  Blueprint for Decentralization Living Document V1.1
- Visualising Ambassador Program Ecosystem <https://miro.com/app/board/uXjVM7pbrwc/>

Spaces



Dework PBL Workgroup:

Process Guild Q2 proposal sustains the Dework PBL space: [Proposal - Process Guild](#)

Previous Q2 Process Guild Report provided further next steps:

[Process Guild Quarterly Report - Q2 2024](#)

Workgroup leads: Tevo

Dashboard

<https://treasuryguild.com/Singularity%20Net/Singularity%20Net%20Ambassador%20Wallet?tab=report&months=07.2024%2C08.2024%2C09.2024&workgroups=dework-pbl&tokens=AGIX%2CMinutes&labels=All+labels>

Select Quarter Q3 2024

Select Months 09.2024 08.2024 07.2024

Select Tokens AGIX Minutes

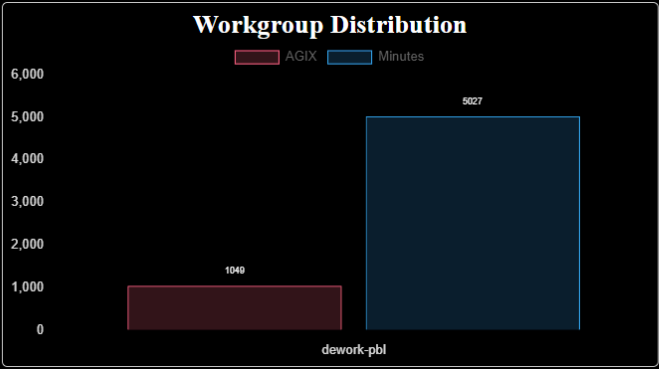
Select Workgroups dework-pbl

Select Labels All labels

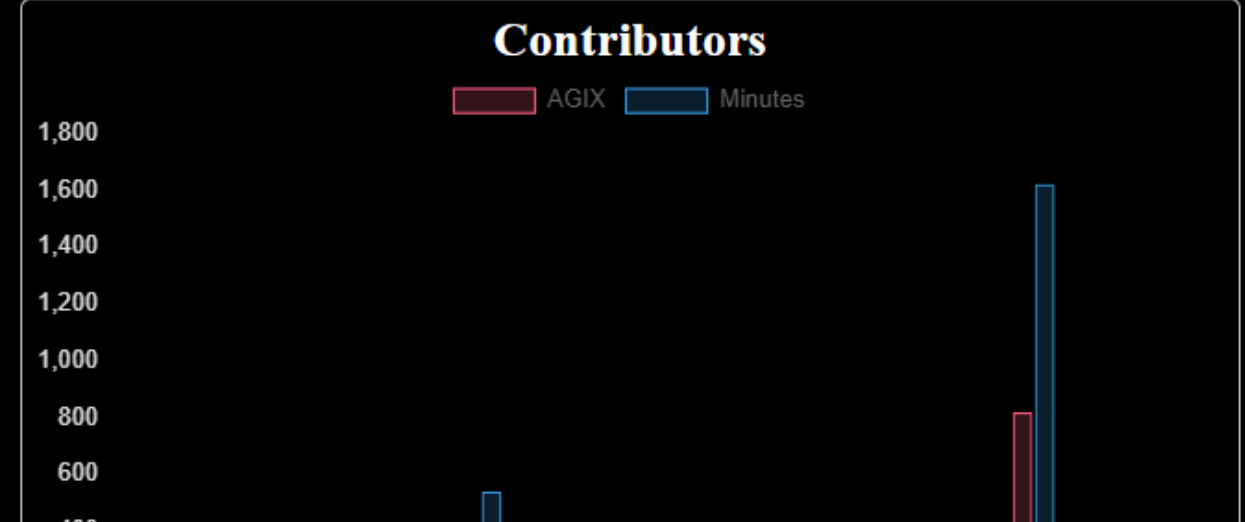
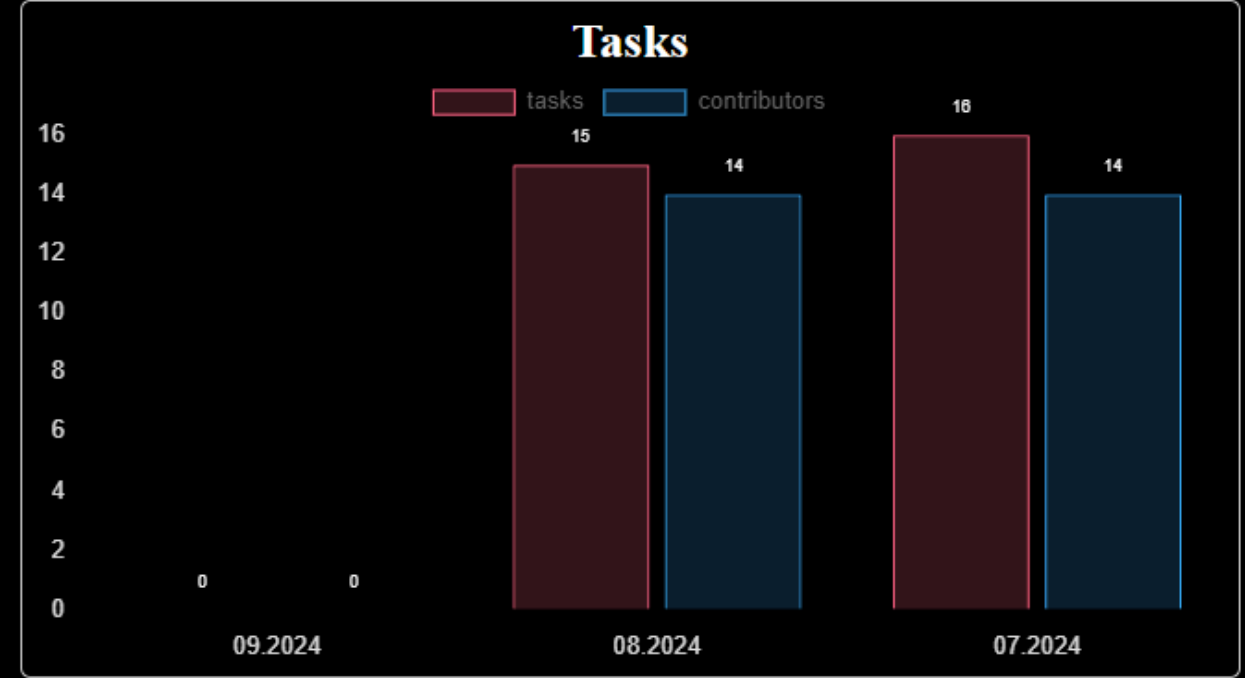
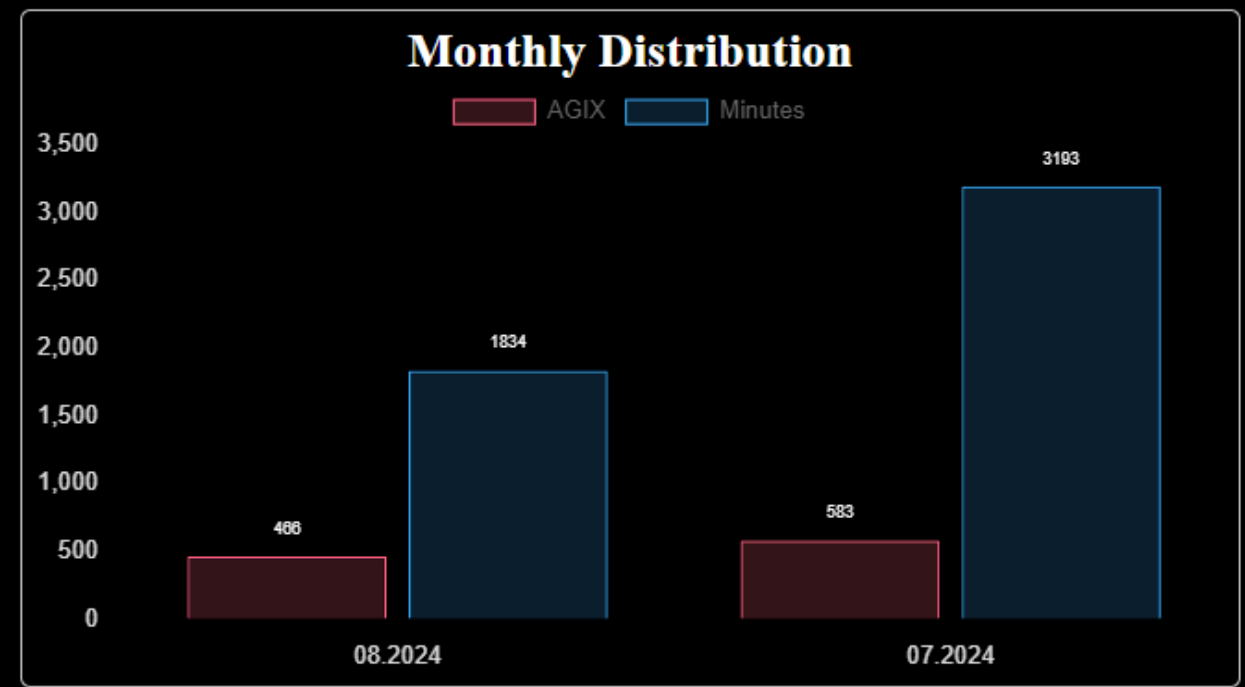
AGIX Balance of current Quarter: 60662

AGIX Balance of previous Quarter: 81281

Workgroup	Budget (Q3 2024)	Spent (Q3 2024)	Incoming Reallocation	Outgoing Reallocation	(Q3 2024) Remaining	Cumulative Reallocation	Cumulative Remaining
dework-pbl	0	1049	0	0	-1049	-9314	-571
Totals	0	1049	0	0	-1049	-9314	-571



Outgoing Task Name	Outgoing Date	Outgoing Agix	Outgoing Minutes
Participate in Dework PBL WG	28.08.24	0	397
Create a poll	28.08.24	20	30
Participate in Dework PBL WG	14.08.24	0	447
Learning Dework Task Creation 06.08.2024 - 10 USD	06.08.24	26	60
Learning Dework Task Creation 05.08.24 - 10 USD	05.08.24	78	420
Learning Dework Task Creation 05.08.2024 - 10 USD	05.08.24	26	120
Code Functions for Workgroups			



Meetings

- Bi-Weekly Dework PBL WG Sessions - 6 meetings in total
 - Quarter 3 first Miro Board Window:
<https://miro.com/app/board/uXjVM7pbrUg=/?moveToWidget=3458764593588699107&cot=10>

Overview of workgroup tasks performed

- No new updates on the Course website:
<https://instance-dework-pbl.vercel.app/course/module/101/overview>
- Onboarding new members to WG and course
 - Eight new members have completed the Dework PBL Course
 - Average participator amount has increased from 8 to 14 people per month
- Reports
 - Dework PBL Section for Q2 and Q3 Report
 - [Process Guild Quarterly Report - Q2 2024](#)
 - [Process Guild Quarterly Report - Q3 2024](#)
- Effective course management practices like
 - Deleting student Dework Space after course completion as it is still verifiable because recognition is on-chain
 - Async and live support for Dework PBL students

Notable decisions made by WG this quarter

- Change Discord role "Dework PBL Student" to "Graduated Dework BBK" when someone completes the course to recognize those who have completed the Course

Community engagement

- Increased participation going through the Dework PBL Course
- Discussions on participation vs contribution reward automation
 - <https://www.youtube.com/watch?v=VMSKB79fkgb>
- Other WG members facilitated and documented meetings while the lead was on break

Suggestions on Q4 deliverables:

- Train SNET ambassador members on how to use Github for project management
 - Create PBL course content on Task Management on Github
- Collaborate with Education Guild on ACP (ambassador certification project)
- Create Treasury Management PBL to become a Treasury Operator
 - Create lessons for each feature and process introduced in the Treasury Manager and Treasury Dashboard
 - Create lessons on how to create transactions with Swarm Treasury dApp
- Exploring LMS platforms other than Andamio to develop PBL course content
 - Alternatives include Canvas and Google classroom

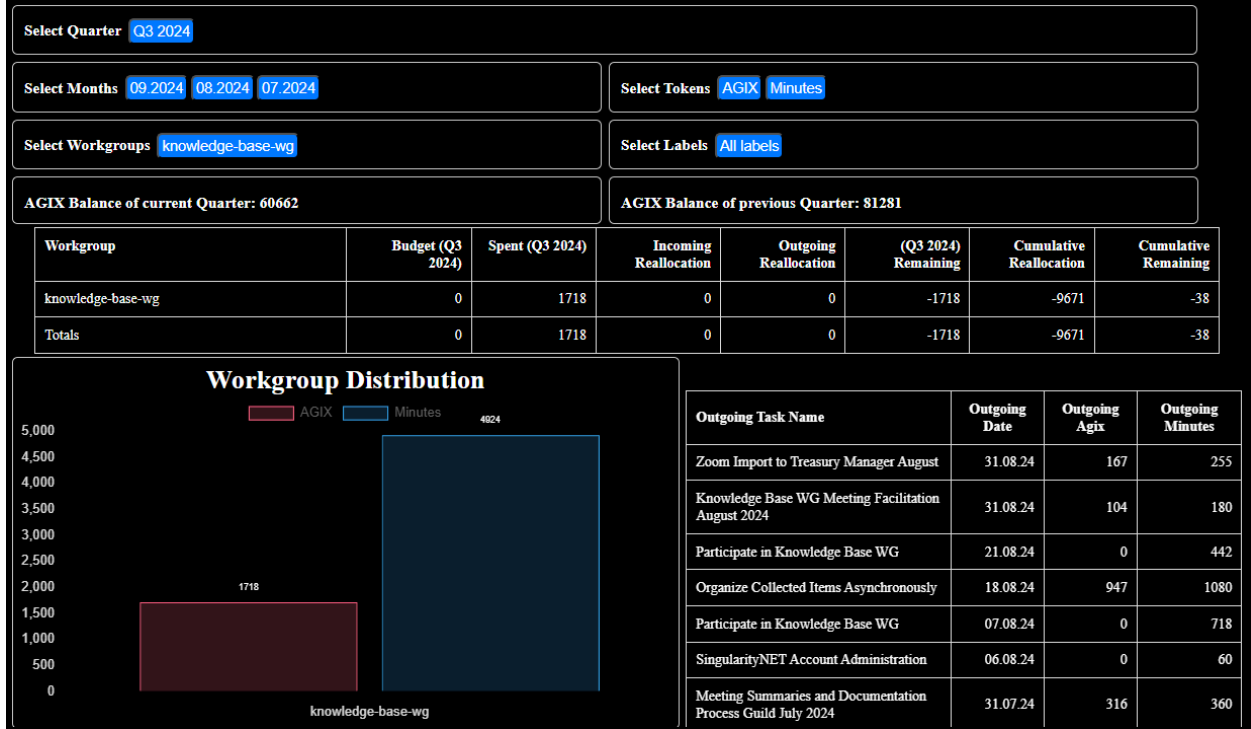
Knowledge Base Workgroup:

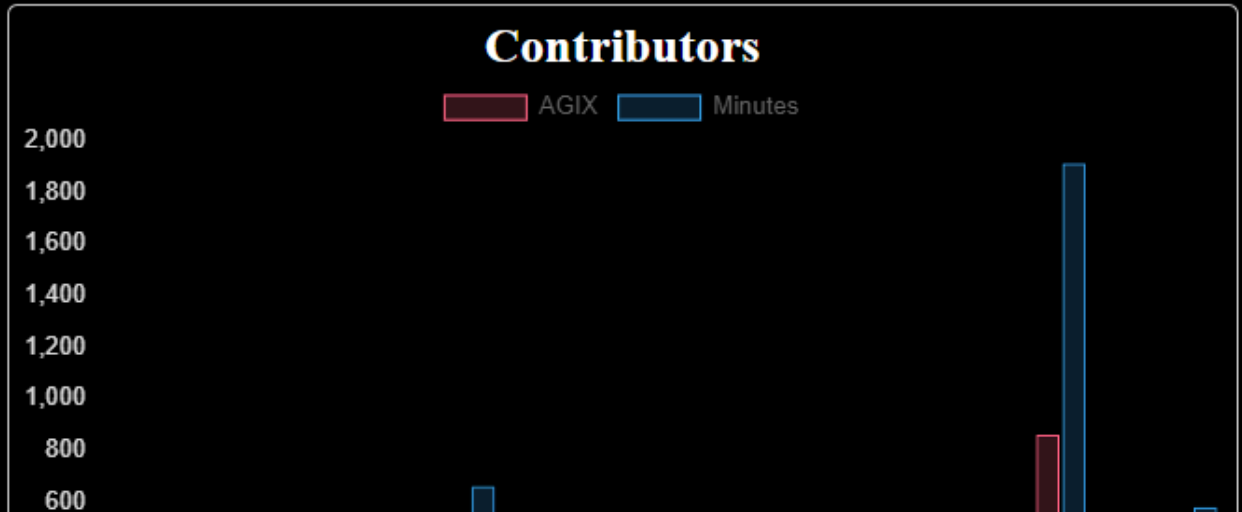
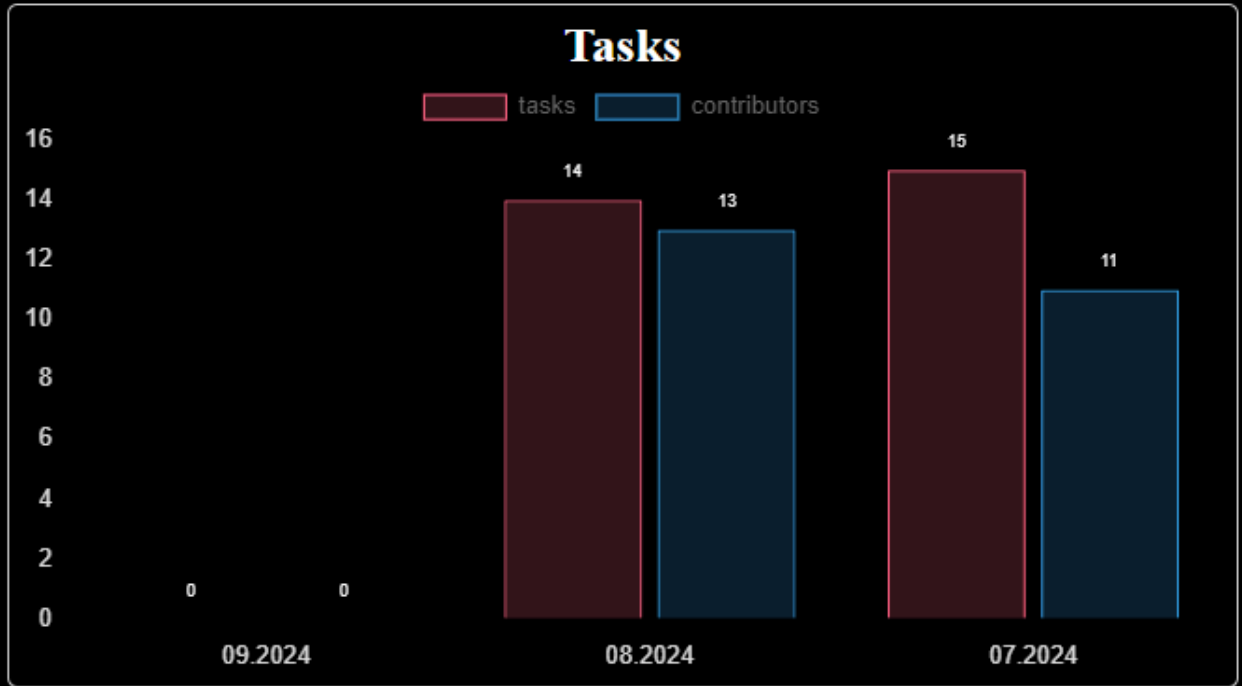
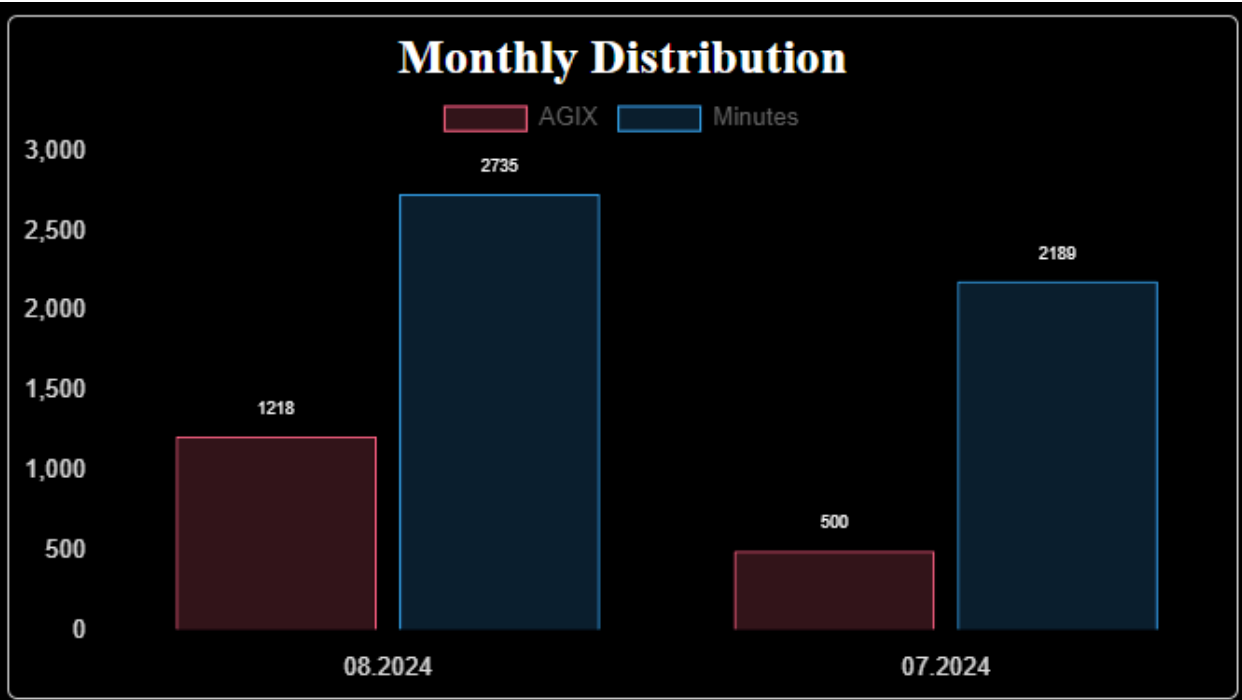
Process Guild Q2 proposal sustains the Knowledge Base WG: [\[- Proposal - Process Guild](#)
In Q3 we continued to build from Q1 proposal: [\[- Proposal - Knowledge Base Workgroup](#)
Q2 Report provided next steps: [\[- Process Guild Quarterly Report - Q2 2024](#)

Workgroup leads: Tevo

Dashboard

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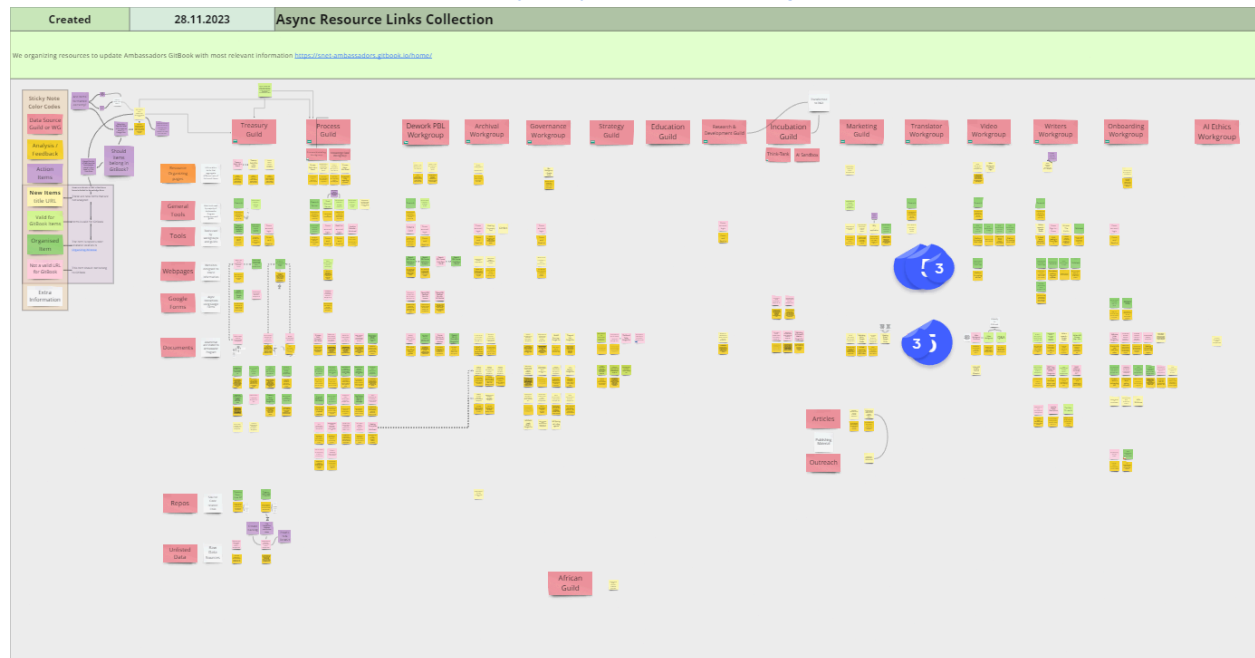


Sentiment

Value Additions:

- This group aims to enhance the SingularityNET Ambassador Program by centralizing and organizing information.
 - 5 Knowledge Base WG Sessions with bi-weekly iterations were facilitated to provide space to progress on organizing information.
 - We have improved the process to address conflicts in async organizing
 - Vast information and organising data source has been created on Miro Board that has helped people to learn what kind of assets different groups create in Ambassador Program and how do they affect each other

<https://miro.com/app/board/uXjvN-9yivE=?moveToWidget=3458764574353670759&cot=10>



- We will curate relevant content, making it easily accessible and understandable for all members.
 - We have improved ChatGPT - Ambassador Program WG assets Organiser
 - Improved Context so that its able to respond as expected
 - Added our collective insights as Google Sheet for additional material
 - 📌 Knowledge Base Organising Structure

Goals:

- Aggregating Ambassador Program assets and relevant information under GitBook.
 - This quarter, we did not add any additional material to GitBook
 - We decided to have our own separate GitBook instead
 - This allows us to automate and be consistent with the structure.
 - Ambassador GitBook can copy or reference Knowledge Base GitBook links

Overview of workgroup tasks performed

Deliverables: (Key assets include)

- **Meeting notes** - for transparency and continuous learning
 - Miro Board has yellow framed areas for each of the live sessions.
Quarter 3 first Miro Board Window:
<https://miro.com/app/board/uXjVN-9yivE=?moveToWidget=3458764594943442537&cot=10>
- Analyzed and Organized SNET Ambassador Program assets
 - Assets organized this quarter mainly from
 - Process Guild
 - Writers WG
 - Video WG
 - Dework PBL WG
 - Updated organizing resources on Miro Board Window:
<https://miro.com/app/board/uXjVN-9yivE=?moveToWidget=3458764592140381478&cot=10>
- Onboarding new members to WG
 - We usually check onboarding feedback form every second session.
<https://docs.google.com/forms/d/e/1FAIpQLSfs4hiYQn98UhZs91JTzWGXHRmLBnumMtfyi5jJTzGimdVgQ/viewform>
 - 2 new entries of feedback were submitted, but we check them in a meeting that happens after the report submission

 Knowledge Base WG Onboarding Feedback (Responses)
- Reports
 - Knowledge Base WG section for Q2 and Q3 Report:
 -  Process Guild Quarterly Report - Q2 2024
 -  Process Guild Quarterly Report - Q3 2024

Notable decisions made by WG this quarter

- Stopping organizing new items async till we have reviewed and created a new onboarding session for async tasks
- We cleaned the Organizing Resource window and added a new process for resolving conflict during the live review.

Community engagement

- In the summertime, when the WG lead took a vacation, workgroup members continued bi-weekly meetings.

Measures and Metrics

Objective:

1. Document Metrics
 - Total Documents Found: ~150
 - Documents Uploaded to GitBook
 - We didn't upload any documents to GitBook in Q3
 - Documents Excluded from GitBook:
 - There are about ~51 documents rejected from adding to GitBook
 - It's hard to assess without versioning the previous Quarter results
2. Content Analysis
 - Quality of Documents:
 - We didn't implement a rating system for each document in addition, we didn't reach to point where we could continuously maintain the GitBook
 - Instead, our focus was organising and making sense of the deliverable possible locations in the Knowledge Base sections
3. Facilitator Engagement
 - Guest Facilitators Count:
 - We haven't reach to point to actively invite and share workgroup results
4. Workgroup Performance
 - Milestone Completion Rate
 - Async asset organising is working smoothly
 - New items collected and analyzed if they should be included in GitBook
 - Writers WG
 - Strategy Guild
 - The average participation increased from Q2 to Q3 is from 11 to x people

WG Plans for Quarter 4 include

- Complete and adopt the new onboarding session for async tasks
- Implement LLM into organizing process