

SOCIOCRATIC MEETING AGENDA TEMPLATE

Name & details of meeting:

Opening Round – check in

Attendance:

Duration:

Minutes:

Information:

Next meeting:

Consent



Main agenda

Feel free to change the order around as the meeting requires but make sure it's clear whether it's a Report, Explore or Decide item

Explore (with a questions and reflections /ideas round) – everyone's ideas heard.

Insert the title of any "explore" items, the name of the presenter and the time allocated

Decide (with a questions round, ideas round and proposal consent round) – decision made

Insert the title of any "decide" items, the name of the presenter and the time allocated

Closing round – feedback and requests

Note any pieces of feedback that are significant for the backlog, the clarity or accessibility of future meetings

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Report (with a clarifying questions round) – everybody understands)

Insert the title of any “report” items, the name of the presenter and the time allocated

SOCIOCRATIC MEETING NOTES TEMPLATE

Name & details of meeting:

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Note attendance and any arrangements for follow up if someone hasn't been able to come

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Minutes:

Information:

Note the purpose of the meeting and that the agenda items and methods were clarified here

Next meeting:

Consent



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Note any clarification questions that came up

Note the response to the questions

Note any important items for the backlog>

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Note the response to the questions

Note the reactions

Note any objections, proposed alterations or changes to the proposal

Note the final proposal

Note the consent

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