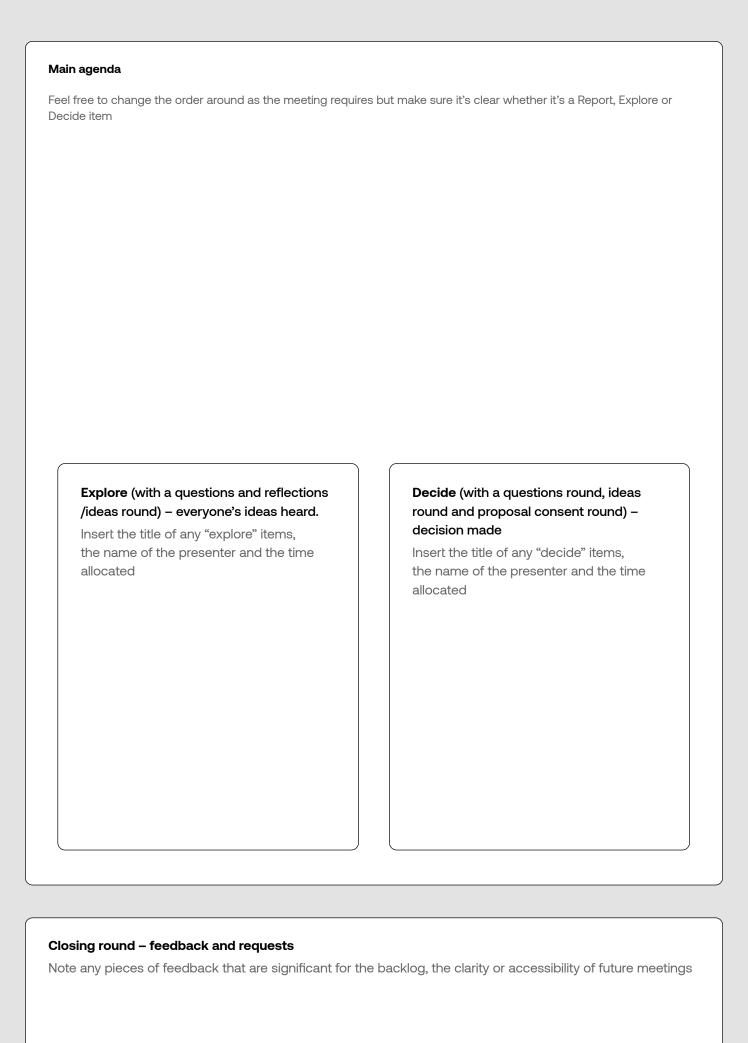
Facilitators Guide Series



SOCIOCRATIC MEETING AGENDA TEMPLATE

Name & details of meeting:	
Opening Round – check in	
Attendance:	
Duration:	
Minutes:	
Information:	
Next meeting:	Consent ✓ X



SOCIOCRATIC MEETING AGENDA TEMPLATE

	Minutes:
formation:	Next meeting:
	Consent ✓
Main agenda Feel free to change the order around as the meeting requires but make ure it's clear whether it's a Report, Explore or Decide item	Report (with a clarifying questions round) – everybody understands) Insert the title of any "report" items, the name of the present and the time allocate

SOCIOCRATIC MEETING NOTES TEMPLATE

Name	&	details	of	meeting
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Opening Round - check in

Attendance:

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

Duration:

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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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

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

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

Note any clarification questions that came up

Note the response to the questions

Note any important items for the backlog>

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

Note any questions that came up

Note the response to the questions

Note the reactions

Note any important items for the backlog

Closing round - feedback and requests

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

Note any questions that came up

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

Note any important items for the backlog

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

Facilitators Guide Series



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