

How to run meetings - old - used most of it

Training and resources

Training

The XRUK Facilitation Circle offers training in meeting structure and culture, facilitation, minute-taking, and decision-making.

[You can sign up for our introductory meeting training here](#)

[The Facilitation Circle also hosts drop-in sessions on the last Wednesday of each month which you can sign up for here](#)

Resources

- [Agenda Document Guide](#)
- [Agenda Template \(Google Doc\)](#)
- Agenda Template (XRUK Hub) Coming soon
- Hand Signals Coming Soon

Meeting culture

XR has a unique meeting culture that has roots in our Self-Organising System and our vision for accessible, inclusive, and functional workspaces. It can feel very different from other work cultures, but once you are used to it we hope you will value and appreciate it.

All XR meetings follow the same structure. This means that no matter which part of XR you are in, if you go to another space you will know what is happening and how to participate.

We use hand signals in our meetings, so that everybody has the opportunity to contribute if they wish and to reduce the change of more outspoken voices from dominating.

A standard XR meeting takes two hours; any timings offered below are based on this.

Meeting structure

Standing items

Standing items are completed at the start of each meeting, and should not be skipped over. All of them together should take up to 20 minutes.

Attendees list

A list of who was at the meeting is important for managing accountability for decision-making, and if a name is not recorded, there is no evidence that they were at the meeting.

Assign a facilitator and minute-taker

A facilitator holds the meeting, upholds any agreements made, and manages time and contribution.

A minute-taker keeps an accurate record of what happened in the meeting, including what was decided and what tasks need to be done.

We recommend both roles be filled by trained people who hold no other roles in your group.

Check-ins

Check-ins are a core part of XR's vision of regenerative cultures. They help both the facilitator and those attending the meeting to understand where each other is coming from in terms of feelings, as well as being clear on how to address each other respectfully.

Be mindful that check-ins are there to learn how people want to be addressed, and to see how they are feeling before starting work. It is important to structure check-ins, especially with a time limit, as check-ins can easily take over a meeting.

Example check-in: *"Please check in by saying your name, your pronoun preference, naming one "feeling word" you are with today (Happy/sad etc), and name a non-human animal you relate to. Could you do that in about 20 seconds, then choose someone to pass on to!"*

Regenerative cultures reminder

"We are transitioning towards (regenerative) cultures where we respect and listen and do not interrupt. We deal with conflict when it arises using short feedback loops. We cultivate healthy boundaries by slowing down our Yes and returning tasks we are unable to complete and we do not blame and shame. These are cultures built on care and support, where we arrive on time for commitments. We are all crew."

Many circles have their own versions of the regenerative cultures reminder, but we ask that the one above is always used first because it contains things essential to how we conduct our meetings. Feel free to use anything else in addition to this one.

Group agreement

The group agreement is a list of additional needs a Circle has, on top of what is included in the Constitution, Principles & Values, and Ways of Working.

Purpose of the meeting

It is helpful for everyone to be clear as to what the meeting is about so that everyone knows what to expect and to keep the meeting on track. As a local group, your meeting will likely be your regular weekly/fortnightly/monthly meeting. At times you may organise a meeting about a specific issue, action or event.

Action point review

Action Points from past meetings are reviewed. This should be brief and is not a discussion. This should be an open opportunity for people to ask for help, or hand back tasks they are no longer able to complete.

Updates

Different groups/teams can update the meeting on the work they are doing.

For example, if this is your main local group meeting then your working groups can update everyone on what they are doing, and your external coordinator can report back on what is happening in the anchor circle.

Each update should be concise. They should not be discussions, but if they need to be talked through they should be agenda items.

The agenda

With the first 20 minutes of the meeting completed, you will now have around 90 minutes to work through your agenda.

Build and finalise the agenda

Circles differ in how they compile their agendas. Typically it would be through the Internal Coordinator, but it can be done in other ways. Those methods may be in the group agreement.

To help direct an agenda item, consider what you need from the attendees:

- Report - Share information or give updates
- Explore - A discussion, time to generate ideas

- Decision - Make a decision

Also, when framing an agenda item, consider:

- What are you bringing?
- Why are you bringing it?
- What do you need from this meeting?

Deliver the agenda

The facilitator will then deliver the agenda. Items will time-limited, and by the end of the item there will usually be a list of next steps; perhaps the item needs to come back to a future meeting, or there will be a list of tasks that need to be allocated and completed.

Action points

The minute-taker should record all the action Points from the meeting, including what is to be done, who is doing it, and when it is to be done.

End the meeting

The last 10 minutes of the meeting should be used to bring it to a close.

Set the date of the next meeting

If your meeting is regular, take time to remind people when the next one is.

If the meeting is irregular, take time to set a date for the next meeting before everyone leaves.

Check-outs and vision reminder

Like check-ins and the regenerative cultures reminder, check-outs and the vision reminder are core parts of XR's commitment to creating regenerative work environments.

Run check-outs as you would a check-in.

Example vision reminder: *"Let us take a moment to consider why we are here. Let's recall our love for the whole of humanity, in all corners of the world. Let's remember our love for this beautiful planet that feeds, nourishes and sustains all life. Let's recollect our sincere desire to protect all this, for now, and for generations to come. As we act today/this week, may we find the courage to bring this sense of peace and appreciation to everyone we encounter, to every word we speak, and to every action we make. In this emergency. Together. Rooted in love. We are all we need."*
