

# Our Meetings

Most of our meetings have:

- Check-ins, where we introduce ourselves and share how we are doing.
- A **Regenerative Culture Reminder**: we remind ourselves to be kind to one another, pay attention to our feelings and not to take on too many tasks.
- A facilitator: a person whose job is to make sure everyone is heard and that we stay on task.
- A minute taker: a person who writes down the key things mentioned in the meeting, including any action points (tasks that people agree to take on).
- Check-outs: we briefly say how we feel the meeting went or what we are each looking forward to today.

## Hand Signals

We use hand signals in our meetings to avoid talking over one another. These are the most common ones:



### **I would like to speak**

*The facilitator will invite you to speak next or add you to the queue of people waiting to speak*



### **I have a direct point**

*Your point has direct and significant relevance to the current point being made. The facilitator will invite you to speak next*



### **I agree**

*Wavy hands indicate that you agree with the current point.*



### **I don't agree**

*Downward wavy hands indicate that you don't agree with the current point.*



### **Clarification**

*You need clarification about a phrase, term, idea etc. The facilitator will address this asap.*



### **Technical Point**

*A suggestion to help the meeting flow better e.g. you can't hear the speaker or the speaker is giving out of date information*

## Online Meetings

Many of our online meetings use Zoom. You don't need an account to join a meeting. If you have not used zoom before, have a look at our page on Zoom meetings (see under 'further information')

below).

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**More information:**

[Zoom meetings](#)

[Train to be a meeting facilitator](#)

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