CIRCLE MEETING PLANNER

Circle Meeting Planner + Agenda

NAME of MEETING:
DATE:
TIME:
LOCATION or LINK:

Planning Questions

1. **Need:** *(What challenges and opportunities are we facing? What is happening that makes this meeting important for everyone who will attend? If we didn't have this meeting, what would be missed?)*

2. **Purpose**: *(What do we hope this meeting will do/inspire/create? What are the questions at the centre of this meeting?)*

3. **People:** *(Who needs to be "in the room"? Who should be/wants to be there but can't? How can this work be led by those who are most impacted? Think about those who "ARE IN": those with authority/power, resources, expertise - including lived expertise, information, and need.)*

4. **Harvest**: *(What do we want to harvest - the tangible and the intangible, individual and collective - as a result of the meeting? What will happen next? What do we need to build so the work doesn't get dropped? We aren't planning a meeting, we're planning a harvest.)*

5. **Principles:** *(What is the experience we want to create at this meeting? How can we centre the experience and contributions of those furthest from equity/justice? Envision how people will be interacting and working together during the meeting...)*

6. **Meeting concept:** *(What's the lightest structure that will serve our purpose and principles? If meeting online, what tech tools will support our harvest and purpose, and work with any technology access constraints? What is needed for accessibility e.g. captions, ASL, etc.)*

7. **Circle components:** *(What components of The Circle Way do we need to call forward for this conversation? Agreements, guardian, talking piece, centre, etc.)*

8. **Space and logistics:** *(What space will be most conducive to this meeting? How can we centre the experience of those furthest from equity/justice in our choices? What is needed for accessibility e.g. physical set-up considerations, etc.? How can we bring in art and beauty?)*

9. **Invitation process:** *(How do we invite people in a way that moves them to show up? Invitation is a process and it relies on relationship - not just sending the email.)*

10. **Limiting beliefs:** *(What makes us tremble, and what do we fear about new ways of working/being together? What are we skeptical about? Fears/worries?)*

Documents or Links Needed for Online Circles:
- *<fill this in as you do your detailed agenda planning e.g. any welcome slides, items to paste in the chat window, centre images, etc. >*

THE AGENDA
FLOW

Circle Meeting Agenda Builder

Note for online circles: build in short well-being breaks every hour or 90 minutes, and clarify roles (e.g. host, guardian, tech role, scribe role; these roles might rotate throughout the meeting), as well as any harvest/documentation plan.

Start Time	Host	Guardian	Start-point	Check-in Question	
Time	Host	Topics *List your powerful question here*		Outputs *(e.g. obtain input, plan, make a decision, build relationships, etc.)*	Process *(e.g. talking piece council, individual writing, small circles, etc.)*

Time	Host	Check-out Question	Farewell / End-point

Alternatively, you can use this simplified agenda template:

Time	Who + What	Harvest Plan / Links