

# Maintenance Meeting

## Template Agenda

Adapted from: [Resist + Renew](#)

Date: [XXXX]

Time: [XXXX]

Facilitator: [ROTATING]

Notetaker: [XXXX]

## Aims

- A deeper check-in on the experience of being in the group
- To give space to raise issues and “have awkward chats”
- To reflect together on our work, and our direction

**Anti-aims:** to solve any and all tensions that could arise.

**Outputs:** ...none!

## Workshop programme

Timings (~75mins)	Section	Notes
~10 mins	<b>Faff; check-ins</b>	<b>Check in question:</b> [How are you coming into the space today? Or facilitator can change to a different check-in question]  <b>Outline rough structure:</b> <ul style="list-style-type: none"><li>• Space for a ‘temperature check’ (Fulfilment / Closeness / Enjoyment)</li><li>• Space for capacity check</li><li>• Space for sharing difficulties, worries, clarifications, e.g. interpersonal dynamics, things that happened in a workshop</li><li>• Space for solutions e.g. 1-1 chat, item on next meeting agenda, facilitated 1-1</li></ul>
~15 mins	<b>Initial temperature check (go-round)</b>	<b>Key prompt questions:</b> <ul style="list-style-type: none"><li>• How much are you enjoying RadHR right now?</li><li>• How close are you feeling to others in RadHR?</li><li>• How fulfilled are you feeling by RadHR work?</li></ul>

~15 mins	<b>Capacity check (go-round)</b>	<p><b>Key prompt questions:</b></p> <ul style="list-style-type: none"> <li>• How is your capacity feeling at the moment?</li> </ul> <p><b>Additional prompt questions:</b></p> <ul style="list-style-type: none"> <li>• <i>How are your work areas feeling for you?</i></li> <li>• <i>Are there any areas you'd like more/less support, or more/less 'mandate'?</i></li> <li>• <i>What work would you like to do <b>less</b> of in the next few months, that you've had your fill of?</i></li> <li>• <i>What work would you like to do <b>more</b> of in the next few months?</i></li> </ul>
~25 mins	<b>Leaning into difficulties</b>	<p>This is more of an open space than the previous two sections and is not strictly a go-round, but if there is limited sharing the facilitator can adopt a more structured approach to this section.</p> <p><b>Potential prompt questions:</b></p> <ul style="list-style-type: none"> <li>• Is there anything that's felt difficult for you at RadHR recently?</li> <li>• Do you have any questions / worries / concerns you'd like to raise?</li> <li>• Are there things you'd like to discuss through an alternative medium (e.g. 1-1, through a proxy, with an external facilitator, etc.)</li> <li>• What would a solution look like?</li> </ul>
~10 mins	<b>Close</b>	<ul style="list-style-type: none"> <li>• Wrap up</li> <li>• If any next steps have come out of the meeting, assign relevant action points.</li> </ul> <p><b>For example:</b></p> <ul style="list-style-type: none"> <li>○ Organise a 1-1 follow-up or buddy meet</li> <li>○ Research and book an external facilitation</li> <li>○ Add a point to next team meet agenda</li> <li>○ Find a time/date standalone team meeting in everyone's calendars</li> </ul>

## Notes:

### Check-ins

### Initial check-in go-round

### Capacity go-round

**Leaning into difficulties**

**Close**