

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

~15 mins	Capacity check (go-round)	<p>Key prompt questions:</p> <ul style="list-style-type: none"> • How is your capacity feeling at the moment? <p>Additional prompt questions:</p> <ul style="list-style-type: none"> • <i>How are your work areas feeling for you?</i> • <i>Are there any areas you'd like more/less support, or more/less 'mandate'?</i> • <i>What work would you like to do less of in the next few months, that you've had your fill of?</i> • <i>What work would you like to do more of in the next few months, that you've had your fill of?</i>
~25 mins	Leaning into difficulties	<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>Potential prompt questions:</p> <ul style="list-style-type: none"> • Is there anything that's felt difficult for you at RadHR recently? • Do you have any questions / worries / concerns you'd like to raise? • Are there things you'd like to discuss through an alternative medium (e.g. 1-1, through a proxy, with an external facilitator, etc.) • What would a solution look like?
~10 mins	Close	<ul style="list-style-type: none"> • Wrap up • If any next steps have come out of the meeting, assign relevant action points. <p>For example:</p> <ul style="list-style-type: none"> ○ Organise a 1-1 follow-up or buddy meet ○ Research and book an external facilitation ○ Add a point to next team meet agenda ○ Find a time/date standalone team meeting in everyone's calendars

Notes:

Check-ins

Initial check-in go-round

Capacity go-round

Leaning into difficulties

Close