# **OLS-9 DRI-EDIA Meeting Minutes - [✨Choose a mentoring group name✨]**

* **Call time**: [INSERT TIME ZONE and meeting link]
* **Call joining link**: [INSERT LINK] (e.g. Zoom, hangouts). (Agree on this during/before your first meeting! see details here: <https://we-are-ols.org/openseeds/ols-9-dra/>)
* **Project lead / Project name**
* **Mentor(s)**: [INSERT NAMES]

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## **Guidelines for mentoring sessions**

* **Schedule**
  + Mentoring groups/individuals will meet with mentors once every other week. Each session can be planned between 30 (for individuals) to 60 minutes long (for mentoring groups).
  + The first mentoring session should be scheduled for the week of October 21, 2024.
* **Scope of mentoring**. During mentoring sessions, mentors will support you in discussing real-world applications of open science concepts, practices and tools, and in integrating them into your work. Mentors will:
  + Provide constructive feedback on the project you applied with, for example, an open science strategy or data management plan.
  + Answer specific questions about real-world applications of open science concepts and tools.
  + Recommend resources and readings.
* **How to make the most out of mentoring sessions:**
  + ***Please be mindful of the session time*.**
  + Share in advance any notes, thoughts or materials (any documentation you have developed as part of the cohort calls or for your project) you would like your mentor to read before the session.
  + Take notes during the meeting - it will allow you to track your progress and come back to some good ideas you would exchange.
* We encourage you to focus your questions on broader open science practices or tools, and how they apply to your work. For example,
  + **Instead of:** *“Which software library is best to analyse plant distribution patterns?”*

**Try:** *“How can I tell if a software package I want to use for my analyses meets the minimal reproducibility standards?”*

* + **Instead of:***"Which dataset should I use to study the effects of climate change on crop yield?"***Try:***"How can I evaluate whether a dataset I want to use is openly accessible, ethically sourced, and properly licensed for my research?"*
* **Additional support:**
  + **Slack:** OLS is a big community, with people from different regions, disciplines and career levels. We encourage you to ask questions in the Slack channels, especially those that you may not be able to cover during mentoring sessions. More often than not, someone will point you to useful resources 😉
  + **Contact** Malvika Sharan, cohort coordinator, for any questions you may have via Slack or email (malvika@we-are-ols.org).

### Before the first mentor meeting

* Please read the email sent by OLS organisers to you.
* Read about cohort calls and mentor-mentee calls on our resource page: <https://we-are-ols.org/openseeds/ols-9-dra/schedule.html>
* Create a [GitHub account](https://github.com/) if you don’t have one already
* If can export this document in a different format to use in other shared document platforms like HackMD
  + Get started with HackMD using this short guide: <https://hackmd.io/@openlifesci/OLS-HackMD-guide>

#### Prepare for your mentoring meeting

1. Take a Self-Assessment SURVEY (if haven't already) and share the outcome with their mentors during the call.
   * Carry out self-assessment (use this template):[[MAKE A COPY][OLS-9] Week 1 - Self-Assessment.docx](https://docs.google.com/document/u/1/d/1hnwOWjpssgRc-YYk5b-j3f3Y92bxcO_D)
   * [Share your notes from the survey outcome]
2. Based on the insights gained from the survey, set 1-2 open science goals for yourself in OLS (it doesn’t have to be about your project). (goal setting template:  [[MAKE A COPY] Week 02 - Goal-setting](https://docs.google.com/document/d/1_FhDM7bLvMfJcjm_2mheNzc8sZPZDJJBgUj5Zka49-8))
   * [Project lead 1 - Add your response here]
   * [Project lead 2 - Add your response here]
   * [Project lead 3 - Add your response here]
3. Open an issue on the OLS-9 repo where you will track your progress in this cohort: <https://github.com/open-life-science/ols-9>
   * [Link to Project 1 issue here]
   * [Link to Project 2 issue here]
   * [Link to Project 3 issue here]

* State how your mentor(s) can best support you in OLS (providing accountability, connecting them with the right people, sharing useful resources, and specific skills they can help them gain either directly or with the help of OLS experts)
  + [Project lead 1 - This could be a copy of what you wrote in your application]
  + [Project lead 2 - This could be a copy of what you wrote in your application]
  + [Project lead 3 - This could be a copy of what you wrote in your application]
* Start working on your Open Canvas ([instructions](https://mozilla.github.io/open-leadership-training-series/articles/opening-your-project/develop-an-open-project-strategy-with-open-canvas/), canvas)
  + [Link to Project 1 Open Canvas here]
  + [Link to Project 2 Open Canvas here]
  + [Link to Project 3 Open Canvas here]

## **Meeting 1 (this would be in week 6 of OLS-9)**

**Attendees**



### Agenda and Notes

* Introductions - get to know each other
  + [TAKE NOTES HERE]
* Share your overall goals for your project
  + [TAKE NOTES HERE]
* Where do you want your project to be by the end of the program (in 15 weeks)? Possible areas to think about:
  + Community: Contributors / Maintainers / Members
  + Product (Launch / MVP / Feature)
  + Resources / Sustainability (Governance / Funding / Gifts)
  + [TAKE NOTES HERE]
* Mentees, discuss your notes from your homework
  + *This could be a chance to ask specific questions on places where you feel stuck. Anything else from your time so far in OLS you’d like to bring to this meeting?*
  + What would you like to focus on next week?
* Mentor: how can your mentees work together?

**Meeting logistics & Reminders**

* Does this time biweekly work for everyone?
* Full cohort call next week (see Syllabus for details: <https://we-are-ols.org/openseeds/ols-9-dra/schedule.html>)

### After this call

**Continue working on the following:**

* Share your vision statement and roadmap for your project: [[MAKE A COPY][OLS-9] Week 1 - COMMUNICATING YOUR VISION.docx](https://docs.google.com/document/d/1RrraS0C4vZ6cpnbRsu65uoMKJbru5Vun/copy)
  + *You can follow this chapter from the Open Leadership Training Series (OLTS) to draft your* [*vision statement*](https://mozilla.github.io/open-leadership-training-series/articles/introduction-to-open-leadership/stating-your-project-vision/) *and* [*your roadmap*](https://mozilla.github.io/open-leadership-training-series/articles/opening-your-project/start-your-project-roadmap/)
* Carry out a compare and contrast exercise to improve community interactions in your work:<https://docs.google.com/document/d/13ZqbX3dV3ENfRDBqI_uW_qpwMpRQINKGjhPOcsYCQgs/copy>
* In these drafts, you might address:
  + The problem you’re trying to solve.
  + Why and how do you think openness and open leadership will help solve it?
  + Why and how meeting your personal goals will help you and help solve the problem.
  + How meeting your goals for your community, organisation, or project will help solve the problem.
  + If you haven't yet, add your **vision statement and link to the roadmap** to your repo by uploading it or “*copy and paste”* it into your README document.
    - Link these to your OLS-9 issue
  + Look up at least two other projects in the issues and comment on their issues with feedback on their vision statement

## **Meeting 2 (this would be in week 7/8 of OLS-9)**

**Roll call**

### Before this call

* Review notes from the previous cohort call
* Select a platform for the open repository (online or shared) where you would like to share your work such as documentation, workflow, protocols, software, learning materials etc. openly (remember “as open as possible, as closed as necessary” - we don’t encourage sharing data without proper consideration - please consult your librarian!)
* Select the right license for your project (based on the outputs you’d like to share on your open repository)

***Share any recent developments about your project on your OLS-9 issue - you can also share them below if you’d like to get some feedback on those (broader questions rather than technical details)***

* (your notes)

### Agenda and Notes

* Establish a check-in ritual and try it. (2-3 minutes)  
  (Examples: weather check (my project feels like a blustery wind right now), .gif or video share),
  + (your notes)
* Review your goals and any progress you’ve made towards them. Any challenges to mention? (5 minutes)
  + (your notes)
* Review your assignments/documentation from last week, and reflect on where in your project they are applicable. (10 minutes)
  + (your notes)
* Review other aspects of your work (in the context of Open Seeds) and get any help you need adding your content developed through the assignment from last week (5-10 minutes)
  + (your notes)
* Anything else:
  + (your notes)
* Check out with a gratitude ritual (or anything non-work)  
  (Examples: recognitions (recognize colleagues), sparkling moments (recognize community members), shout-outs)
  + (your notes)

### After this call

**Prepare for next week: Cohort call**

* Schedule, time and agenda: <https://we-are-ols.org/openseeds/ols-9-dra/schedule.html>

**Some next steps for you**

1. [Get your project online](https://mozilla.github.io/open-leadership-training-series/articles/get-your-project-online/) For help with GitHub and GitPages, check the [slides](https://docs.google.com/presentation/d/1_bmRZcLwQrUkVTAMvq7W_x4ML_aphSwVEnkLrDy-Fd4/edit?usp=sharing) and video about GitHub on YouTube: h[ttps://www.youtube.com/@OpenLifeSci](https://www.youtube.com/@OpenLifeSci).
2. Create a project development plan for your project Assignment to help you use Agile methods to break your milestones into smaller tasks and define a timeline for your milestones In your own time: After this assignment, you can transfer your tasks to a project management process (like task list, Todoist, Notion, Obsidian, or even simple spreadsheet) or advanced kanban tools such as [GitHub projects](https://unito.io/blog/github-projects-agile/), [Trello](https://trello.com/templates/project-management), [Asana](https://asana.com/uses/kanban-boards?msclkid=c0e51366148511fc77394d30727faada&utm_source=bing&utm_medium=cpc&utm_campaign=NB%7CUK%7CEN%7CBoards%7CEX&utm_term=kanban%20board&utm_content=Kanban%20Board), [Zenhub in GitHub](https://www.zenhub.com/) – choose the best option for you!
3. Review notes from the last cohort call to see if there was something else that was mentioned as homework or an assignment

## **Meeting 3 (this would be in week 9/10 of OLS-9)**

**Roll call**

### Before this call

* Review notes from the previous cohort call

***Share any recent developments about your project on your OLS-9 issue - you can also share them below if you’d like to get some feedback on those (broader questions rather than technical details)***

* (your notes)

### Agenda and Notes

* Check-in ritual (2-3 minutes)
  + (your notes)
* Review your goals and any progress you’ve made towards them. Any challenges to mention? (5 minutes)
  + (your notes)
* Review your assignments/documentation from last week, and reflect on where in your project they are applicable. (10 minutes)
  + (your notes)
* Review other aspects of your work (in the context of Open Seeds) and get any help you need adding your content developed through the assignment from last week (5-10 minutes)
  + (your notes)
* Discuss if your mentor should help identify experts to invite to one of the future mentor meetings (2-3 minutes).
  + Use these questions to brainstorm this section: Do we need an expert at any stage? Which week they might likely be useful? Which area do we need expert advice on?
  + (your notes)
* Anything else:
  + (your notes)
* Check out with a gratitude ritual (or anything non-work)
  + (your notes)

### After this call

**Next week: Cohort call**

* Schedule, time and agenda: <https://we-are-ols.org/openseeds/ols-9-dra/schedule.html>

**Assignments before the next cohort call**

* Continue working on resources you have created as part of sharing your project openly and inviting interactions, engagement and collaborations from others (contributing guidelines, code of conduct, roadmap, community interaction plans)

## **Meeting 4 (this would be in week 11/12 of OLS-9)**

**Roll call**

### Before this call

* Review notes from the previous cohort call

***Share any recent developments about your project on your OLS-9 issue - you can also share them below if you’d like to get some feedback on those (broader questions rather than technical details)***

* (your notes)

### Agenda and Notes

* Check-in ritual (2-3 minutes)
  + (your notes)
* Review your goals and any progress you’ve made towards them. Any challenges to mention? (5 minutes)
  + (your notes)
* Review your assignments/documentation from last week, and reflect on where in your project they are applicable. (10 minutes)
  + (your notes)
* Review other aspects of your work (in the context of Open Seeds) and get any help you need adding your content developed through the assignment from last week (5-10 minutes)
  + (your notes)
* Discuss if your mentor should help identify experts to invite to future mentor meetings or set a separate one! (2-3 minutes).
  + (your notes)
* Anything else:
  + (your notes)
* Check out with a gratitude ritual (or anything non-work)
  + (your notes)

### After this call

**Next week: Cohort call**

* Schedule, time and agenda: <https://we-are-ols.org/openseeds/ols-9-dra/schedule.html>

**Assignments before the next cohort call**

* Continue taking the next steps towards your goals

## **Meeting 5 (this would be in week 13/14 of OLS-9)**

**Roll call**

### Before this call

* Review notes from the previous cohort call

***Share any recent developments about your project on your OLS-9 issue - you can also share them below if you’d like to get some feedback on those (broader questions rather than technical details)***

* (your notes)

### Agenda and Notes

* Check-in ritual (2-3 minutes)
  + (your notes)
* Review your goals and any progress you’ve made towards them. Any challenges to mention? (5 minutes)
  + (your notes)
* Review your assignments/documentation from last week, and reflect on where in your project they are applicable. (10 minutes)
  + (your notes)
* Review other aspects of your work (in the context of Open Seeds) and get any help you need adding your content developed through the assignment from last week (5-10 minutes)
  + (your notes)
* Anything else:
  + (your notes)
* Check out with a gratitude ritual (or anything non-work)
  + (your notes)

### After this call

**Next week: Cohort call**

* Schedule, time and agenda: <https://we-are-ols.org/openseeds/ols-9-dra/schedule.html>

**Assignments before the next cohort call**

* Continue taking the next steps towards your goals

## **Meeting 6 (this would be in week 15 of OLS-9)**

**Roll call**

### Before this call

* Plan for your graduation presentation: bring a draft along if you’d like to rehearse or get feedback!

### Agenda and Notes

* Check-in ritual (2-3 minutes)
  + (your notes)
* Review your goals and any progress you’ve made towards them. Any challenges to mention? (5 minutes)
  + (your notes)
* Review your final presentation for graduation (10 minutes)
  + (your notes)
* Discuss what you’d like to ask cohort members for - where can they support your work? (5-10 minutes)
  + (your notes)
* Discuss if your mentor should connect you with an expert (2-3 minutes).
  + (your notes)
* Anything else:
  + (your notes)
* Check out with a gratitude ritual (or anything non-work)
  + (your notes)

### After this call

**Next week: Cohort call**

Final Graduation!

## **Meeting 6 (this would be in week 16 of OLS-9)**

**Roll call**

### Before this call

* General reflections (with some notes) - how has the journey been so far?

### Agenda and Notes

* Check-in ritual (2-3 minutes)
  + (your notes)
* Review your goals throughout the OLS
  + (your notes)
* Any feedback you would like to exchange with your mentor and mentoring group (when working in groups)
  + (your notes)
* Check out with a gratitude ritual (or anything non-work)
  + (your notes)

*Thank you so much for your participation, collaboration and thoughtful work.* 🌻

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