Minutes of Meeting.

A Team Leads meeting held on the 11th October, 2024 at 4Pm UTC.

Host: Human Resources Team as coordinated by Racheal, Eniola, and Benameni

Hosting Platform: Zoom

Duration of meeting: 80 Minutes

The meeting began at few minutes past 4Pm UTC for technical reasons. The agenda for the meeting was read out to the audience of the Team Leads, as the meeting started with the first agenda on the list which is introduction of guests.

Meeting agenda:

The meeting agenda as was presented by the host are;

1. Introduction of Team Leads
2. Understanding team structure at CLENT Africa
3. The need for the creation of a sense of community in our various team
4. Getting Team Leads Discord handle for a Team Leads Discord group
5. GitHub tutorial video to be uploaded on YouTube
6. Question, and answer/Sharing of Thoughts.

Introduction of Team Leads:

The Team Leads present in the meeting introduced themselves in the following order;

Racheal – HR Team Coordinator

Benameni – HR Team Coordinator

Axelle – Partnership Lead, and marketing strategy

Abraham – HR People Operations

Yiga – Head of Operations

Aramide – No team yet

Eniola – HR Team coordinator

Erio – Marketing Lead

Madhalasa – No team yet

Mirza – HR Coordinator

Oyebimpe – New, and will like to join Project management team

Salma – Research and data.

Understanding Team Structure at CLENT Africa:

Under this segment, the host tried to clarify some team structure questions such as; how many people make up a team? How to know when a team is overwhelmed/underwhelmed? What should be a team's response to inactive team members before considering replacement, and what core members of a team are.

In answering these questions, she stated that the standard team at CLENT Africa should consist of at least six (6) core members. These core members are those team members that a team lead can always fall back to. These are also members that should make up a teams weekly meeting. So, as soon as a team lead notices that the team's meeting attendance is below six people, he/she should first try to find out from the team member why they are lagging behind in activity. Only when this is done, and no quick solution to reinstate the team member is in sight, can a team lead then request for replacement.

She advised that this protocol should be followed to encourage and build a sense of community among team members, thereby fostering the growth of the team at large.

The Need for the Creation of a Sense of Community in our Various Team

Under this segment, the following was discussed;

1. Team leads were encouraged to build a sense of community amongst their team by checking up on team members' progress, and absence.
2. Team leads were asked to prepare a document, containing team members' names and email addresses to be submitted to the Human Resources team. This document is expected to serve as a file in which the HR team can easily visit and access the email addresses of team members who may have been lagging in their duties and projects – to foster a sense of community, and belonging in the teams (s)

Getting Team Leads Discord Handle for a Team Leads Discord Group

Individual Discord handles of the team leads were requested in the process of the meeting, a Discord group titled – CLENT Africa Team Leads Sync was created, some team leads were added, and the rest of the team leads joined the group using the link that was sent in in the process of the meeting.

GitHub Tutorial Video:

Bena – one of the HR Team Coordinators spoke on the importance of having a GitHub tutorial video on the CLENT Africa YouTube channel, to help new volunteers with no experience, find their way around the platform.

The response was initially not forthcoming however, as the meeting progressed, Damilare – Project Management Lead, suggested that we reach out to the web development team, and see if a meeting can be scheduled where we all, or, those who need the tutorial, can join the meeting live, for the lessons - an offshoot of an initial suggestion by Yiga – COO, to reach out to the web development team, as she is certain they would come up with something.

In conclusion, Yiga suggested that the Teams platform should be considered for the tutorial as a result of Zoom's time frame.

Another suggestion raised during this discussion is for the marketing, development, and design teams to develop strategies aimed at increasing activity on our YouTube channel, which currently has a limited number of subscribers

Q&A/ Thought Sharing:

A couple of questions were asked;

1. Salma, Team Lead of Research and Data, inquired whether the organization has any intentions of producing a documentary on the impact of climate change in Africa. Additionally, she suggested that this could be explored as a potential fundraising opportunity

   Yiga, our COO, offered the following insights in response to Salma's question:

   a) We should consider pursuing open-ended fundraising initiatives, specifically for maintainers who can be offered stipends.

   b) Participating in projects such as Google Summer of Code (GSOC)

   c) Damilare is always our primary contact for project-related matters; we should meet with him to explore potential opportunities.

   d) It is advisable to narrow down our programs to specific geopolitical zones as the case with Nigeria, as this will allow us to concentrate on particular aspects of climate change.

    e) Yiga also, emphasized the importance of having team members who possess a strong understanding of climate change and related programs.

   f) She also articulated that simply producing documentaries, no matter how compelling, is insufficient.

   Ultimately, the effectiveness of our fundraising efforts hinges not solely on the quality of the content, but on the strength of belief in our vision among our supporters.

   In summary, Yiga's response to Salma's inquiry regarding the organization's intention to produce documentaries on the impact of climate change in Africa was affirmative. She confirmed that the organization is open to this initiative and that we are all

moving in that direction. Additionally, she emphasized that all project matters, including this one, should be directed to Damilare, and encouraged us to explore how we can collaborate effectively

Damilare on his own part encourages that team leads;

— Prioritize the documentation of ideas. He emphasized that having ideas is insufficient; we must actively document them to ensure they don't slip away. Otherwise, it may seem as though our discussions lack follow-through and implementation.
— Become more active in our communities and communication channels. This increased engagement will not only enhance our presence but also motivate other team members to actively participate in discussions and issues raised in these various platforms.
— Racheal sought clarification from Damilare on how documentation should be carried out. He responded that both Discord and GitHub can be utilized for documentation purposes. It's simply a matter of familiarizing ourselves with the tools, and as we engage more, the community will become clearer over time

Action Points to build on from the meeting:

1. Submit the names and email addresses of team members to HR for documentation purposes and to enhance community engagement.
2. Implement the COO's suggestion for Team Leads meetings to occur more frequently, with a minimum of two meetings per month.
3. Actively recruit to fill vacant positions within the team.
4. Schedule a tutorial with the web development team using the Teams platform.
5. Facilitate a meeting between the Research and Data team and Program Management to advance the data collection initiative suggested by Salma.

The meeting concluded abruptly during the closing salutations.

Signed: Jibrin Racheal
For HR Team Coordinators