

In-Process, Out-of-process, & Time Outs

If you are confused about the process, you can ask the Facilitator for a time out.

The facilitator will call time out, and you can get clarity about how to use the pathways.

When done, the facilitator will call "time back in" and resume the process.

In a *Tactical Meeting*, *Circle Members* bring *Agenda Items* to address *Tensions* they feel while working in their *Roles* towards the circle's *Purpose*. *Checklist Items*, *Metrics*, and *Projects* are reviewed.

To address *Tensions*, people request information, share information, request projects or actions, and ask the Circle Lead to update the roles. The result of the meeting is new *Projects*, *Actions*, *Changes to Roles*, and new *Tensions*.

Outside of tactical meetings, people perform their roles' accountabilities and work on projects by prioritizing and taking actions. Anything that happens in a tactical meeting can be done outside of a tactical meeting.