A Project is a concrete outcome, typically described in past-tense. A project can be thought of as a series of *actions* that a person takes on behalf of a role.

Actions

An action is a concrete step toward an outcome. These are the things we do every day, like "schedule haircut" or "check the mail". For any project, identify the next action you would take to move toward the outcome.

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.