

## Meeting facilitation for Each Task Force

### Secretary

Takes Attendance and uploads meeting notes to google drive or email to christina@livecoders.dev for posting with the group

### Agenda:

Create goals for the year. Goals for the year should support The Live Coders' core values: : Learning, Teaching, and Mentoring to make live-streaming approachable to a wider, more diverse range of technologists.

### Process for adopting new policies

1. The Task Force comes up with proposed changes/event/concept.
2. The Task Force uploads this document to a github repo.
3. The Task Force announces to the group -- saying "this is open for comment untill [2 weeks from now]"
4. Team Members raise issues via github issues.
5. The Task Force meets with Leadership Committee and Founder after open comment time is complete, and discusses which issues were pertinent and need to be addressed.
6. Adjustments are made, and issues are resolved. One meeting is had to address any lingering concerns where committee discusses the changes, comments, etc.