

GP Meetings Checklist

Checklist for meetings. Items we have agreed we will provide input / advice on

Steering Committee meetings	1
Stakeholder Calls	1
Community Calls	1
Project Management Calls	2
One on one conversations	2
Calls with Potential Partners	2

Steering Committee meetings

- Advise on areas of overlap between Steering Committee & Stakeholder groups and recommend areas of responsibility
- Encourage blogging about P4
 - Point team to WAO blogs as models

Stakeholder Calls

- Discuss the ideas the regional and national teams have submitted
- Make sure there are people from comms, campaigns, etc
- Encourage blogging about P4
 - Point team to WAO blogs as models

Community Calls

- Prepare agenda for each call
- Ensure logistics, communications and promotion are delivered
- Onboard contributors and community, eg provide introduction to software, agree input timings, discuss agenda etc
- Note action items, identify and assign to relevant people
- Encourage blogging about P4

Project Management Calls

- Check-in to course correct to GitLab issues

One on one conversations

- Feedback, comments on documents and mentoring, which might include:
 - GP strategic priorities from the perspective of open source
 - Tech trends opinions
 - Processes and standards
 - Policy development and iteration
 - Team training
 - Overt and explicit feedback pathways and processes
 - eg via consistent community call agenda structures
 - Reduction in channel feedback overload
 - Advice on design thinking and collaborative decisions making
 - Feedback on event agendas to suggest ways to improve design thinking approach

Calls with Potential Partners

- Invite as potential partners / contributors to the day of action