F2F meeting

How to improve F2F minutes review and publication timeline

The problems

- Minute-takers deliver F2F minutes late
- Sometimes they don't deliver ☺ (very rarely)
- Minutes are approved almost 1,5 months after the meeting
- Minutes are published later than that!

Proposal A

Minutes to be reviewed in batches

- When each slot is ready for review
- Approve the batch in regular teleconferences
- Mark remaining slots as "Pending"
- Pros: Short timeframe, faster public disclosure
- Cons: Harder for members to review in batches

Proposal B

Engage two minute-takers for each slot

- Hopefully faster delivery of minutes
- Backup in case one cannot deliver
- Pros: Short timeframe, faster public disclosure, easier/holistic review by members
- Cons: Double the effort, not easy to find volunteers

Proposal C?

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- Pros: ......

- Cons: .....