



# Coq Meetings

Coq Conduct Team

Coq Call  
March 28th 2023

# Motivation

- Improve our organization and guidelines for team-work and meetings in particular
- Set fixed rules

# Rules and guidelines for speakers

- Announce your topic at least **a day** in advance
- Set a **timing** for it that the chairman will use to set up a schedule and will strictly enforce
- Prepare your intervention in advance, this is time well spent! It is time gained for your audience.
- Do not go off topic (off topics can be programmed for a later meeting)

# Rules and guidelines for attendees

- Raise your hand to ask questions and let the chairman give you the floor.
- Do not lead the discussion off-topic

# Chairman rôle

- Decide a **definitive schedule** for the meeting **in advance** (e.g. before noon on a Coq Call day) staying within bounds and being fair to all speakers.
- The chairman **must not** have a slot during that meeting.
- Keep **time** during the meeting.
- Stop the discussion if it goes out of topic.

You can propose to schedule a new discussion at another time.

- Is the only one who can interrupt a speaker

Chairman rôle is taken in turn by meeting attendees.

# Secretary rôle

- **Distinct** from the chairman.
- Writes down notes and conclusions, to be published on the wiki page / PRs or issues.

Secretary rôle is taken in turn by meeting attendees.

# Coq Call Specific Organization

- The chairman, if not already designated, can be chosen at the beginning of the call along with a different person to act as secretary
- Topics should be set by Tuesday 9am to let the chair announce the call by noon on Zulip. People that will participate should use an emoji reaction to the announce to indicate their presence.
- if no topic is set by 9am the call is cancelled and topics move to the following week
- Regular roundtable sessions for updates on everyones current work / roadmaps