Working Groups

Please feel free to use this guide to get started with a Working Group. Setting up a working group requires some work and an aligned purpose. This guide is meant to save considerable time and get a working group up and running quickly so that it can focus on its mission rather than the considerable operational details that can get in the way.
 These Guides are subject to updates.

About Intersect Groups

Committees: Formal decision-making bodies established to administer Intersect's general purposes. A committee is expected to be a permanent fixture, although changes may be required as the committees mature and the objectives evolve. Committees answer directly to Intersect's governing board and coordinate with Intersect staff and each other. Committee decision-making is based on the consensus of its seated members through votes.

Working Groups: Any subgroup of a committee formed to carry out a specific task/project/deliverable over a specified period of time, led by a nominated individual, agreed upon by the parent committee and accountable for delivery and documentation of the defined remit.

Special Interest Groups: These groups coordinate people who are interested in a specific topic in a low-stakes and exploratory way. The MCC oversees this group type unless it is aligned with a different Committee. They are intended to provide an easy way for small groups of members to coordinate without having to meet the standards of a formal Working Group.

Working Group Operational Guide

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Setting Expectations

You'll want to start this process by joining Intersect as a Member (if you haven't yet) and getting access to the Discord group. Then, use the rest of this guide to structure the working group and the meetings and tweak as necessary.

Establishing a new working group takes time. Expect one or two people to spend at least 5-10 hours over two weeks to a month learning the basics of running a Working Group, getting the necessary things in place, and planning for the first working group call. **NOTE: These actions must be aligned with *and accepted by an Intersect Committee.***

At a minimum, one person should be assigned the role of *Lead*, who is responsible for getting everything going, establishing consensus where necessary, and taking responsibility for accomplishing the working group's remit. That person will be charged with reading this document, getting advice from the relevant Committee, and Intersect staff, and attending Committee meetings to determine alignment.

You might choose to attend a couple of meetings of an existing Working Group to get a feel for how they are run, the agenda, meeting format, methods of communication, rules of order and procedure, etc.

Committee Alignment

Working Groups are directed by a Committee. In order to become a Working Group as opposed to a Special Interest Group, a Committee must provide a Statement of Work, which can be informal but clear, the members of the Working Group are responsible to estimate a delivery timeline and should provide regular updates in Committee meetings.

Initial Roles (Lead, Secretary)

Whoever has been tasked with forming the working group and getting it going is the acting Lead. On the debut call, you should ask for a voice vote of support for the acting Lead. You can also ask for volunteers for a Secretary, and if so, call for consensus/consent. We recommend the following coordination of the roles:

Participation in a Role is Voluntary, Working Groups are designed to be informal and short-term in nature, if structure is desired by the group:

>   ***Role Responsibilities-***
>   Lead: Leads WG meetings and is responsible for decisions, Conducts Voting needed for the consensus/consent of participants.

>   Secretary: prepare agenda, record transcript/meeting minutes, decisions, action items

Member Mailing List

The Member list for each Working Group can be found on GitBook. You should create an event in Google Calendar and send invitations directly via Google Calendar's native RSVP feature. This ensures people have both an email invite and a calendar invite.

Scheduling the First Meeting and Subsequent Meetings

Book the first meeting as soon as you can. Focus on getting the group going rather than having everything be perfectly in place. It is also not important that you invite everyone and have everyone attend the working group calls. You can deliberately have a smaller audience for the debut, and grow over time. Lean towards getting it going right away rather than being perfect.

Discord: Working Group Setup, Event Calendar & Basic Guide

Intersect manages the Discord server, so you'll need to reach out to them to make any changes. Reach out to Lara Bonasorte , Terence McCutcheon , or Karen Wickham to create the working group and add the meetings to the event calendar.

Technical Working Groups (TWG's)

If part of an engineering team, ask your team what day/time works best for them and go with that. You can always change it later if it poses issues for other community members. The meeting can be 30 min to 1 hour in length. Schedule it to recur every two weeks. You could book it to take the place of an existing team meeting like a standup or planning meeting, since all of IOI teams' work should be done in the open anyway.

Meeting Agenda, Debut Meeting, Meeting Format

The debut meeting should welcome people, outline the purpose and responsibilities of the working group, and touch on the organizational structure of the working group. It should also give every attendee a chance to briefly introduce themselves. If Desired: be sure to create an agenda for the call in advance and include that in the email invitation and calendar invites. *Example agenda here* A specified Agenda is not required

Either the Lead or Secretary should lead the call, set and publish the agenda ahead of time, and ensure order and structure to the meeting. Working Group meetings should not last for more than 1 hour, this ensures that the members of the Working Group have time to create, edit, and compile documentation.

Typical meeting format:
Hello & Welcome
Intro any new members
Agenda
Open & Free Discussion (if time permits)
Closing (note decisions, votes, action items)

Meeting Software (Google Meet), Transcription, Recording

Google Meet is the most common platform for meetings at this time. Do not use Discord because you won't be able to kick off AI bots or other unwelcome visitors should you need to do so. You may want to enable transcripts and video record the call.This is not required, yet it does allow for further transparency of progress towards deliverables and recap for any who were not able to attend the scheduled meeting.

Meeting Rules of Order

Ensure the meeting has an agenda, a clear structure, and someone who will be directing the meeting. Disputes or other issues should be handled within the group, or fall subject to the Rules set forth in the Intersect Discord.

Publishing What Content Where

GitBook, WG Home Page, Minutes, Agenda, Action Items, Key Decisions, RFPs, links to key content (ex. repositories) -

GitBook - reach Intersect for access to this and edit permissions. You'll want this to provide an explanation of the working group and link to Discord if possible.

Agenda - create a shared google doc to list agenda items

Minutes & Records of Meetings - create a shared google doc to record minutes, decisions, action items and discussion

Key People At Intersect

Lara Bonasorte

- Head of Community - lara.bonasorte@intersectmbo.org
- Manages Discord, Lead of Community Management, assisted by Abhik Nag

Terence McCutcheon

- Open-Source Program Manager - terence.mccutcheon@intersectmbo.org
- general info & assist with setup

Karen Wickham

-Membership and Community Lead
-Working Group Request Form

Key Resources

- Intersect's Public Website: https://IntersectMBO.org
- Intersect's Discord Server: https://discord.gg/yB8Rk8vyqc
- Meeting Slide presentation template: https://docs.google.com/presentation/d/161QqJWVXIxhVHruGN3cPDEzyuhMdUGaWkkiDcU7bdHQ
- GitBook: https://intersect.gitbook.io/intersect-working-groups
- Knowledge Base: docs.intersectmbo.org
- Working Groups Meeting Cadence Tracker: https://docs.google.com/spreadsheets/d/1FDj_f_RNJlBYI1B7nHQi2FOuBbMCoBqPKPmjQ_eRGrI