

# DF All Circles' August 2025 Retrospective Report

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## DF IT Circle

Name of Reporter/Coordinator: Edwin

Mattermost Handle: @edwinaikins

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### Point Title One: Activation of Dev Branch (Developers for AI4P Website)

Label: **New Initiative** ▾

**Notes:** A major step forward this month was activating the IT Circle's development branch. Four developers were onboarded into the team, marking a significant expansion of Circle's capacity. Their current focus is the AI4P website and its CMS, where they are working on building out functionality, streamlining content management, and ensuring alignment with the platform's long-term roadmap. This marks the beginning of a dedicated development stream within the Circle, strengthening execution power for IT-driven initiatives.

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### Point Title Two: Mattermost–OpenProject Integration Enhancements

Label: **New Initiative** ▾

**Notes:** We enhanced the task creation flow from Mattermost to OpenProject, streamlining how coordinators and members submit and track tasks. A new “proofread” command was also introduced, enabling quick review and refinement of draft content before publication. Additional commands are currently under development to further automate routine processes, reduce manual overhead, and improve collaboration efficiency across Circles.

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### Point Title Three: Enhanced Helpdesk Responsiveness

Label: **Event** ▾



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**Notes:** We continued to provide IT support across all Circles, with noticeable improvement in response times due to refined triage processes in the #it-support Mattermost channel. Common issues included permissions adjustments, troubleshooting OpenProject tasks, and assisting with Mautic email workflows. To further strengthen support, we launched a weekly IT Support Clinic in collaboration with the Operations Circle to provide live, real-time assistance for members with urgent or complex issues.

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## Point Title Four: DevOps & Infrastructure Monitoring

Label: **Event** ▾

**Notes:** Routine DevOps responsibilities remained a central focus, with emphasis on infrastructure stability. Automated backup verification processes were expanded to include restore testing, ensuring data recovery readiness.

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**Date:** 27/08/2025



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## DF Events Circle

Name of Reporter/Coordinator: Rafael  
Mattermost Handle: @decentralized\_nation

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### Point Title One: Advancements in the Community Hub Website

Label: Milestone ▾ Decision ▾

**Notes:** Working with Seth and Marcelo, our UI-UX team, we were able to close down the general designs for the Community Hub Websites. During this period, besides our own feedback, the events circle has also worked closely with the Bugs to gather feedback on the screens and functionalities.. With that important step out of the way, we've defined the next steps, and we start by selecting two initial Hubs that will be working closely with Marcelo and Seth to create their own personalized Community Hub website. This effort has just started very recently; it will be very experimental for the UI-UX team and the community hubs themselves.

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### Point Title Two: Events Metrics

Label: Milestone ▾

**Notes:** We've created a full data analysis on the Metrics gathered across the last 6 months of events. This report is something we are using to track the overall evolution in Event attendance. We've also discussed potential ways to improve and make these metrics even more comprehensive for the future. Soon this work will be presented on theTownhall for the entire community.

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### Point Title Three: Metrics for Twitter Space

Label: New Initiative ▾



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**Notes:** From the previous point, we identified the need to find a way to collect metrics from the current Twitter space, which led to the creation of processes to start collecting some of the most basic Twitter Space information.

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## Point Title Four: Community Hub Portal

Label: New Initiative ▾ Milestone ▾ Decision ▾

**Notes:** Alongside Data Analytics and the Review Circle, we created a DF Labs Pod for the development of a Community Hub Portal. This Portal should be a place where all community hub-related processes should be aggregated. It will be used to facilitate the internal collaboration between the Hubs, the events circle, the review circle, and the Data analytics circle, with personalized functionalities for each step of the process. This will likely take some time for significant developments, and we are currently at the early stage of defining the functional requirements and the necessary flow.

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## Point Title Five: Revamp of our Process for Documentation

Label: New Initiative ▾ Decision ▾

**Notes:** As Part of the Half-Early report, we identified the need to revamp our process for documentation in the next 6 months, to make it more organized, but also make sure it is constantly updated. Initially, the idea was to hire a new person; however, in conversations with the team, Maraim expressed both interest and expertise in this type of work. Working together, we've defined the necessary requirements for this new documentation process, and we are currently introducing the improvements step-by-step, starting by improving the organization process for existing documents.

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## Point Title Six: Event Execution

Label: Milestone ▾ Event ▾



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**Notes:** During this entire month, we kept executing our events; namely, Townhalls, Open All Hands, and also the bi-weekly X (Twitter) spaces. Testing new content in some of these events.

**Date:** 26-08-2025

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## DF Data Analytics Circle

Name of Reporter/Coordinator: Oscar Fafali Nyavor

Mattermost Handle : @oscar\_fafa

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### Point Title One: Voting-methods simulation planned with Review Circle

Label: **New Initiative** ▾

**Notes:** Met with the Review Circle to plan a simulation of pairwise, score, and quadratic voting using Circle members; compare outcomes to the BGI round and capture each member's preferred method with reasons.

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### Point Title Two: New features testing on the main website and update on community hub dashboards

Label: **New Insight** ▾

**Notes:** Performed QA on new features to confirm they work and look right on phone, tablet, and desktop. Updated the Community Hubs dashboard to connect and populate the dashboards with real data so the team can see live trends.

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### Point Title Three: July social engagement analysis for Marketing Circle

Label: **Event** ▾

**Notes:** We reviewed July results on LinkedIn, YouTube, Twitter, and Telegram. We showed what posts worked best, when engagement was highest, and what didn't land. From this, we wrote clear, simple recommendations for what to post, how often, and when, so the team has a practical plan for next month, the next quarter, and the next year.

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Point Title Four: Review Circle Milestones Dashboard Launched

Label: Milestone ▾

**Notes:** Designed an interactive Review Circle dashboard that tracks milestones and work; added simple trend views, filters, and drill-downs to see progress by project and assignee, plus a table for audits; helps the team spot approvals vs. rejections and follow up on aging items.

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Date: August, 2024

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# DF All Circles' August 2025 Retrospective Report

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## DF Onboarding Circle


Name of Reporter/Coordinator: Love  
Mattermost Handle: love\_owokere

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### Point Title One: DF UX Evaluation Report

Label: New Insight ▾

**Notes:** Over recent months, the Onboarding Circle and Data Analytics Circle collaborated on user testing for the DeepFunding proposal submission platform. The resulting qualitative research report captures key usability issues identified by six testers, along with recommendations for improvement

 Qualitative Research Report: DeepFunding UX Evaluation

### Key Findings:

- **Account Creation & Login:** Verification codes often failed for Gmail users or arrived invalid.
  - **Proposal Form & Autosave:** Page refresh or connection loss erased data; character limits were too short in key sections.
  - **Team Member Invitations:** Invited members sometimes couldn't view or edit proposals; some invites required an existing account.
  - **Form Design & Usability:** Layout praised for clarity and flow; returning users could restart quickly.
  - **Other Notes:** Milestone budget glitch fixed after retry; voting pop-up too frequent; some fields lacked tooltips.
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## Point Title Two: DF Circle Onboarder Role

Label: **New Initiative** ▾

**Notes:** During recent discussions, the Onboarding Circle explored the creation of a Circle Onboarder role — a dedicated guidance and support position aimed at improving contributor onboarding within DeepFunding.

The Circle Onboarder would serve as the first point of contact for new members joining a Circle, helping them understand the Circle's purpose, processes, and expectations. This role would ensure a smoother transition for newcomers, reduce the learning curve, and encourage early engagement.

 Deep Funding Circle Onboarder Role

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**Date:** 13th August, 2025



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## DF Marketing Circle

Name of Reporter/Coordinator: Andrea Reyes

Mattermost Handle: @andreareyes

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### Point Title One: X Space: **Event** ▾

**Notes:** We have already supported 3 X Spaces by designing banners and promoting them across social media and MM channels. Gael has assisted with all aspects of the campaign, contributing to decision-making.

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### Point Title Two: YouTube Strategy: **Milestone** ▾

**Notes:** Priscilla and Gael have developed a YouTube strategy to be implemented starting next month, from September 2025 to January 2026, based on 3 pillars:

- Consistency & Predictability
- Content Diversification & Optimization
- Community-Driven Engagement

Regular posting days have been established, with the “Premiere” option implemented to build anticipation and create expectations. Content will include tutorials, interviews and conversations, event recaps, as well as short-form clips and YouTube Shorts to keep the channel dynamic and varied. To drive engagement, we will incorporate interactive calls to action, feedback loops, and cross-promotion across platforms.

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### Point Title Three: Community Engagement Challenges Update: **Challenge** ▾

**Notes:** We are relaunching the *Finding the Word* challenge, originally developed and hosted by Robel on Telegram for three months. Since it successfully engaged the community, we are bringing it back. The *Storytelling Challenge*, developed by Abdul, has been adjusted and will



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soon be launched on X Spaces. In addition, we are introducing a new challenge, created by Kenichi, to activate the Public MatterMost channel.

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## Point Title Four: Code of Conduct workshop: New Initiative ▾

**Notes:** We hosted the first part of the workshop with the members of the Marketing Circle to create a code of conduct. Together, we defined the core values that represent us, identified the behaviors we want to encourage, and discussed how to address potential issues. The second part of the workshop, where we will finalize the document, will be held soon. Overall, it was a fun and valuable activity that helped bring the members closer together.

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## Point Title Five: Internal Newsletter: New Initiative ▾

**Notes:** It was decided to create an Internal Newsletter to communicate decisions and news to Circle members. Ana and Beatriz prepared a document to define which topics should be included in the Internal Newsletter and which should go to the External one. The document was shared with the three Marketing Circles, and as a result, all of them provided input on the processes Marketing should follow to gather the information for each category.

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## Point Title Six: Perception Survey “Marketing internal workflow”: New Insight ▾

**Notes:** Oscar helped develop a survey for the Marketing Circle to assess their perception of the recent adjustments in processes and workflow over the past six months. The results showed that using a content calendar has helped keep tasks organized, while the new content strategy team structure and weekly calls have improved coordination and kept everyone updated. Team members have also grown more confident in their roles as communication and collaboration have increased. Regarding task distribution, we found that allowing each member to initially select two tasks and waiting 24 hours before choosing additional ones gave members in different time zones a fair opportunity to participate. Finally, collective and transparent decision-making, conducted anonymously and unanimously on important matters, has proven to be an effective approach.



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## Point Title Seven: Bluesky platform: **New Initiative** ▾

**Notes:** An anonymous survey was conducted within the Content Strategy team to decide whether to add Bluesky to our current social media platforms. The results showed 5 out of 6 in favor, so we will implement the same strategy we currently use for X, at least for now, until we gain a better understanding of how the platform performs.

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## Point Title Eight: Voiceovers: **Decision** ▾

**Notes:** Lucas and Abdul prepared a list of voiceovers featuring African, Latin American, Australian, British/European, and American accents. From this list, three voices from three different countries will be selected to be incorporated into every YouTube video, in line with what was agreed during the Town Hall. To facilitate the selection, Beatriz prepared a form for voting.

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**Date:**



# DF All Circles' August 2025 Retrospective Report

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## DF BizDev Workgroup

Name of Reporter/Coordinator: Judith Williams

Mattermost Handle: judith.williams

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### Point Title One: Interviewing and Selection of New Members

Label: Decision ▾ Milestone ▾

**Notes:** Reviewed new applications, conducted interviews, and selected new members for the Business Development Workgroup. 3 members have been selected. More interviews are being conducted. New members so far: Gilvania, Alfred, and Christian

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### Point Title Two: Evolved from a Workgroup to a Circle

Label: Event ▾ Decision ▾ Event ▾ New Initiative ▾ New Insight ▾ Milestone ▾

**Notes:** With the onboarding of new members, we have officially evolved from a workgroup to a Circle, which will allow us to scale our operations.

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### Point Title Three: Ongoing Partnership Discussions with Potential Partners

Label: Milestone ▾ New Insight ▾ Decision ▾ Challenge ▾ Decision ▾ Decision ▾

**Notes:** Ongoing calls and messages with potential partners to explore opportunities for collaboration with the DF program. We are learning a lot about what potential partners value and how we need to position our core offer

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Date: Aug 27th 2025



# DF All Circles' August 2025 Retrospective Report

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## DF Operations Circle

Name of Reporter/Coordinator: Mayordefi | Ayo

Mattermost Handle: mayordefi | oluayoola7d

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One: BGI Contract Execution: **Event** **Milestone**

**Notes:** In the last month, we were able to send/share contracts with all BGI Awarded Teams. Now all the contracts have been executed.

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Two: Open Support Call: **Support** **New Initiative**

**Notes:** We continue to support the DF community and the awarded teams. The IT and Operations Circles now host an open support call every Friday at 10 am UTC.

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Three: Front End Publishing [Community Portal]: **Improvement** **Milestone**

**Notes:** Circle coordinators and/or the designated individuals can now publish news and articles on the community portal front end.

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Four: Social Share Feature [Community Portal]: **Event** **Milestone**

**Notes:** We previously developed the automated share feature for notifications and blogs on Telegram and LinkedIn. Now we have also integrated our portal with X[Twitter].

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Five: Awarded Team Call: **Event** **Milestone** **New Initiative**

**Notes:** We hosted the first Awarded Team Connect call. This is an avenue for awarded team members to discuss with one another, identify common issues, discuss opportunities, and also help the funding processes become better. It is a monthly call.

Date: 26-08-2025



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## DF Documentation Circle

Name of Reporter/Coordinator: Anthony Oliko

Mattermost Handle: @oliko

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### Point Title One: Drafting MkDocs Automation Requirements

Label: Challenge ▾

**Notes:** The Circle dedicated August to developing our own requirements document for the Google Docs → MkDocs automation system. This will ensure automation fits our workflows before we scale across Circles. Key issues explored include metadata and tagging (aligned to information hierarchy), review/approval cycles, Circle-specific ownership of documentation, and accessibility for contributors with varied levels of technical and KM literacy. Drafting is underway, with next steps scheduled for September.

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### Point Title Two: Single Source of Truth (SSOT) & Maintenance Cycles

Label: Challenge ▾ New Insight ▾

**Notes:** Following the “Knowledge Management and SSOT” framework, we discussed how a decentralized approach can still maintain coherent lifecycles for documents. Open questions remain: who decides when a document is obsolete, and how do we track updates? The Circle is considering a shared “maintenance calendar” to systematize review cycles across DF.

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### Point Title Three: Onboarding Documentation

Label: Milestone ▾

**Notes:** We and the onboarding subgroup advanced work on the Documentation Circle Onboarding Guide. The first draft is ready, and plans are in place to release it to the community. This guide aims to streamline how new members understand roles, tools, and workflows.



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## Point Title Four: Proofreading Initiatives

Label: New Initiative ▾

**Notes:** The Proofreading Team continues to support multiple Circles with editing requests. August focused on refining coordination: tasks are logged in OpenProject, quality is maintained via a dual-review system, and clearer request/approval flows are being designed. Scaling demand is expected in September as more Circles prepare public-facing materials.

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## Point Title Five: Internal Coordination & Tracking

Label: New Initiative ▾

**Notes:** We experimented with improvements to the internal initiatives tracker to reduce follow-up gaps. While adoption is still uneven, the tracker is helping us keep bi-weekly meeting action points visible and linked to OpenProject where possible. More work is needed to simplify the experience for all Circle members.

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Date: August 26th, 2025

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# DF All Circles' August 2025 Retrospective Report

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## DF Dev Outreach Circle

Name of Reporter/Coordinator: Ubio Obu

Mattermost Handle: Ubiodee

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### Point Title One: Hackathon: New Initiative ▾

**Notes:** We are preparing to host in-person hackathons simultaneously in both India and Africa. To support these initiatives, we are onboarding new members to strengthen the team and ensure smooth coordination. The goal is to expand our reach, engage local developer communities, and create meaningful opportunities for collaboration. These hackathons will also serve as a way to test and showcase the impact of decentralized AI while fostering talent in diverse regions.

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### Point Title Two: Campus Store: New Initiative ▾

**Notes:** Each team member will visit universities in their respective countries to present funding opportunities to students and attract more developers to Deep Funding, as well as to the different programs and initiatives we offer. A standardized pitch deck is being prepared so that every member can clearly and consistently explain Deep Funding's mission and opportunities to the universities.

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### Point Title Three: Cohort 1: Milestone ▾

**Notes:** The onboarding team is currently 70% ready to onboard the Cohort 1 hackathon solutions onto the marketplace. We appreciate everyone's efforts so far and look forward to completing the process successfully.

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Date:



# DF All Circles' August 2025 Retrospective Report

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## DF Review Circle

Name of Reporter/Coordinator: Paulo Polegato, Asad Nadeem,  
Mattermost Handle: @polegato, @slate, @quecy\_ayebofo

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Point Title One: Review Circle Analytics dashboard (Collaboration with Analytics circle)

Label: New Initiative ▾ Event ▾ Challenge ▾ Decision ▾ Milestone ▾ New Insight ▾

Notes:

Done :

- Standardized labels: coordination, special task, meetings...
- Base of dashboard Creation (CSV data)
- Assessing data through Open Projects api (Egu auditor)
- First dashboard with Analytics Circle **Review Circle - OpenProject ▸ Milestones**

To Do :

- Refine the data
  - Working with GitHub Data
  - Adding NLP to see what the basis was for Milestone acceptance and rejection
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Point Title Two: Information Dashboard Review Circle

Label: Event ▾ Decision ▾ Event ▾ New Initiative ▾ New Insight ▾ Milestone ▾

Notes:

We are working on a complete dashboard for all types of information and data related to the Review Circle, with some added functionalities of governance on the creation of special teams, Announcements related to the circle, and complete admin management directly from the site itself.



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Point Title Three: Onboarding (Collaboration with Dev Outreach)

Label: Milestone ▾ New Insight ▾ Decision ▾ Challenge ▾ Decision ▾ Decision ▾

Notes: Reviewers Portal, we are collaborating with Dev Outreach (Ubio and Riad) to support the onboarding of services by the awarded teams

Point Title Four: New Milestone Review Structure

Label: Milestone ▾ New Insight ▾ Decision ▾ Challenge ▾ Decision ▾ Decision ▾

Notes:

We have made some changes related to the milestone review structure for the Review Circle to allow more data to be taken from the reports and allow a detailed report to be generated, which will help us use those reports for analysis, along with providing more info to the Awarded teams.

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Date:

