

# DF All Circles' July 2025 Retrospective Report

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## DF IT Circle

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Name of Reporter/Coordinator: Edwin

Mattermost Handle: @edwinaikins

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### One: Enhanced Tool Documentation

Label: New Initiative ▾

**Notes:** We built upon last month's documentation efforts by adding video tutorials for key tools used across Circles. These tutorials offer visual, step-by-step walkthroughs that complement our written guides and significantly improve user onboarding and self-support. This enhancement is aimed at reducing technical friction and improving adoption.

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### Two: Ongoing Circle IT Support

Label: Event ▾

**Notes:** The IT Circle continued to provide responsive technical support across all active Circles. Our efforts included resolving system access issues, managing user permissions, clarifying platform usage (e.g., OpenProject, Mautic), and addressing real-time technical challenges. Support patterns continue to be monitored to inform long-term improvements to our helpdesk systems.

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### Three: DevOps & System Maintenance

Label: Event ▾

**Notes:** As part of our routine responsibilities, we maintained a consistent focus on system reliability and infrastructure health. This included ongoing DevOps work such as scheduled



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maintenance, uptime monitoring, and the management of automated backup processes to ensure data integrity across all deployed tools.

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## Four: Community Task Board (Ongoing Work)

Label: **New Initiative** ▾

**Notes:** Development is underway for the Community Task Board, a new workflow within OpenProject that enables Circle Coordinators to post tasks accessible to any vetted community member. The initiative is designed to promote cross-Circle collaboration, foster greater community engagement, and create a structured pathway for talented contributors to demonstrate their capabilities. Ultimately, the goal is to not only improve execution but also to identify and engage top talent for long-term involvement in the ecosystem.

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Date: 15/07/2025

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## DF Events Circle

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

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### One: Community Hub Reporting Refinement Process

Label: Improvement ▾

**Notes:** After the first Iterations and Reports from the Hubs, we've gathered feedback from reviewers and improved the forms and process. While there was a lot of progress, there are still things we need to do to make this process smoother for reviewers and faster and more efficient overall.

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### Two: New division of Responsibilities

Label: Decision ▾

**Notes:** In an effort to improve internal processes and the potential scalability of the Events circle, we have reorganized internal operations by giving clear accountability to one main task or area to each Member of the Circle. Ayo will be responsible for Open All Hands, Mariam for the Twitter Spaces, Mayor (Victor) for Metrics and Processes, Priscilla for Townhalls, and Rafael for Community Hubs. While there will be some adaptation period, in the long-run we expect to see improvements thanks to this new internal organization practice.

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### Three: Community Hubs Dashboard Development

Label: Tooling ▾ New Initiative ▾

**Notes:** We've worked with Data Analytics to create a first version of the Dashboard for the Community Hubs. We've also gathered feedback and defined the needed improvements to the



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Dashboard before making it live. This Dashboard will hopefully play a huge role in telling us the story and the numbers beyond the impact of the Community Hubs in Deep Funding.

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## Four: Preparation and Processes for Spaces

Label: Challenge ▾

**Notes:** During this month, we engaged with preparations for our first space, clearing out the format, getting a first guess, but unfortunately, we ran into technical issues with Twitter permissions that made starting the space impossible. We've taken measures to avoid this in the future and create a process for Twitter spaces to go on to the DF Book, which is currently in the final revision stage.

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## Five: Carried out regular Events

Label: Event ▾

**Notes:** As you know, we continued with our regular events, open all Hands and Townhall, and continued to test new ideas and formats to make things increasingly more interesting to Community members. We plan to continue this initiative.

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## Six: Ayo Represented Events Circle in AI for good

Label: Event ▾

**Notes:** As you know, Ayo, went to the Ai for Good summit as the representative for the Events Circle. Together with Andrea, Ubio, Rama and Judith they engage in an important effort to grow the reach of the DF Platform.

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**Six: First Twitter Space**

**Label:** Event ▾

**Notes:** We've hosted the First DF Twitter space this Monday, which had a great turnout with over 105 attendees in the space. We have plans to keep hosting this space and evaluate their impact in terms of reaching new people and growing the community.

**Date:** 29-07-2025

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## DF Data Analytics Circle

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Name of Reporter/Coordinator : Oscar Fafali Nyavor

Mattermost Handle : @oscar\_fafa

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One:

Label: New Insight ▾ Decision ▾

**Notes:** Collaborated with the Marketing Circle to refine content strategies using website and social media data ( Twitter, LinkedIn, Telegram and YouTube ), leading to targeted messaging improvements. Conducted monthly performance analysis of four social media platforms (Twitter, LinkedIn, Telegram, YouTube), comparing July engagements to May. Insights were shared with the Marketing Circle to guide ongoing strategy refinements.

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Two:

Label: New Initiative ▾ Milestone ▾

**Notes:** Created several community hub dashboards including, on-chain asian hub, agro-tech hub, SNET LATam hub, African women in AI and also built a dashboard that connects all the individual community hubs.

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Three:

Label: New Insight ▾ Challenge ▾

**Notes:** Analyzed usability testing survey responses and Open Project survey data to uncover pain points and engagement trends for product and community improvement.



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Four:

Label: Challenge ▾ Decision ▾ New Insight ▾

**Notes:** Reviewed the current voting system, evaluating wallet balance effects and proposing fairer alternatives such as reputation-weighted voting. Also completed H1 2025 payment analysis and built the data pipeline for the Community Hubs dashboard.

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Date: July, 2025

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## DF Onboarding Circle

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Name of Reporter/Coordinator: Love

Mattermost Handle: love\_owokere

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### Point Title One: Recruiter Role in Circles

Label: New Insight ▾

**Notes:** While we are in the process of restructuring our recruitment process as a whole, we have noticed that a "**recruiter/onboarder**" role in each Circle might be something we need to streamline the process. The idea is that different Circles who fancy this suggestion could appoint someone to be responsible for managing recruitment, communicating with applicants, and supporting new members to onboard. (On reflection, this could fold into the "**buddy/mentor**" role for new members that we, the Onboarding Circle, have been advocating for.) This is because we think;

- Leaving it to Circle Co-ordinators isn't optimal - they already have loads to do
- It embeds Onboarding in every Circle, and this could be the person we, as the Onboarding Circle, would liaise with to get an idea of how onboarding processes are going for each Circle, identify any problems, etc
- Having it as a specific role could help someone in each Circle transition from entry-level tasks to more responsibility.

In line with this, we have started contacting Circle Coordinators to ask them what they think about role descriptions.

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### Point Title Two: New Members

Label: Decision ▾





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**Notes:** We would like to inform everyone that Arabella and Vickie have completed their Trial and are officially members of the Onboarding circle! Welcome Ladies :-)

We are in the process of finalizing our document on the Trial period and will share it with everyone as soon as it is ready!

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## Point Title Three: Circles Recruitment Process

Label: New Initiative ▾

**Notes:** We have started collating responses from Circle Coordinators regarding role descriptions within their respective Circles. The goal is to make the application process more targeted and support clearer onboarding and recruitment practices across the Deep Funding ecosystem. It would also give people clarity on what's expected and how they can contribute to a circle in their own way. Link here; [Deep Funding Role Descriptions Report by VICKIE](#)

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**Date:** 15th July, 2025

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## DF Marketing Circle

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Name of Reporter/Coordinator: Andrea Reyes

Mattermost Handle: @andreareyes

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### One: Content Calendar Update

Label: Challenge ▾

**Notes:** The content calendar has been a valuable tool for the Circle, helping the team stay organized, meet deadlines, and ensure timely publication. The coordination system has worked effectively, with responsibilities distributed among five members. This setup supports transparency and provides a clear overview of progress and completed tasks.

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### Two: SSOT Campaign

Label: New Initiative ▾

**Notes:** The Marketing Circle launched a 3-month Single Source of Truth (SSOT) campaign, designed by Beatriz, the campaign promotes regular documentation reviews, discourages duplication, and improves access to information. Regular posts will only be published on MatterMost in the DF All Circles channel with internal team members, Circle and workgroup participants, new contributors, and coordinators.

The initiative has three phases:

1. Awareness (Weeks 1–2) – Spark interest and communicate the “why.”
  2. Adoption (Weeks 3–6) – Educate and enable use.
  3. Reinforcement (Weeks 7–12) – Promote routine use and gather feedback.
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## Three: AI For Good Campaign

Label: Challenge ▾

**Notes:** Last week, the Marketing Circle created and carried out a campaign to reach potential partners and developers interested in funding opportunities. Gael played a key role in making it happen, taking on team management to coordinate posting schedules and explore different outreach methods.

The campaign included targeted messages and content designed to engage new audiences and strengthen connections with the builder community.

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## Four: Formation of the Internal Communications Team

Label: New Initiative ▾

**Notes:** To improve clarity and coordination across circles, a new Internal Communications Team has been formed. This initiative emerged from the need to better manage updates, announcements, and important information coming from IT, Operations, and other circles.

The team is currently coordinated by Beatriz (lead), Robel, and Andrea, with Beatriz taking the lead on campaign creation. A dedicated task list has been set up to streamline efforts and prioritize communication initiatives. As this effort evolves, we are looking forward to expanding the team and welcoming new contributors who are passionate about effective communication within our decentralized community.

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Date:

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## DF BizDev Workgroup

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Name of Reporter/Coordinator: Judith Williams

Mattermost Handle: judith.williams

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Point Title One: Attended AI For Good Conference For Partnership Outreach

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

**Notes:** Attended AI For Good Conference in Geneva to scout for platform and community partners for DF. Booked many 1-1 meetings with AI Organisations, United Nation Members and institutions in different fields. Build our partnership database. Validated that there is a need for the offer DF has.

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Point Title Two: Follow Up Discussions and Start of Partnership Building with Leads from AI For Good

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

**Notes:** Followed up with many leads from Geneva and started discussions around how partnerships with Deep Funding could look specifically. Continued the conversations internally about what kind of partnerships we want.

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Point Title Three: Workgroup Growth and Formalisation: Putting out Hiring Post for Biz Dev Workgroup and discussing Circle Budget New Initiative ▾

Label: Event ▾ Challenge ▾ Decision ▾ Decision ▾ Decision ▾



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**Notes:** Wrote a comprehensive role description and shared the call for new members to join the Business Development Workgroup so we can officially form a Circle. Discussed and clarified what budget we would like to allocate to the Biz Dev Circle in Q3 and Q4.

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**Date:**

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## DF Operations Circle

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Name of Reporter/Coordinator: Mayordefi | Ayo  
Mattermost Handle: mayordefi | oluayoola7d

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One: BGI Contract Execution

Label: Event ▾ Milestone ▾

Notes: We were able to send/share contracts with all BGI Awarded Teams

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Two: Operations Support Continuance

Label: Support ▾ Tooling ▾

Notes: We continue to support the DF community and the awarded teams.

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Three: H1 2025 Half-Yearly Report

Label: Improvement ▾ Milestone ▾

Notes:

We coordinated and supplied circles with relevant metrics with which to create their detailed H1 2025 Report; And in collaboration with the Events Circle the presentations were done on July 23rd 2025

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Four: Social Share Feature.

Label: Event ▾ Decision ▾ Improvement ▾ Milestone ▾



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**Notes:** We worked on the social share feature for the community website. Now, blogs can be shared on social media platforms as well as the automated share feature for notifications and blogs to Telegram and LinkedIn from the backend to DF pages.

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## Five: Continuing Operations Support for Awarded Teams and All Circles

**Label:** Support ▾

**Notes:** Over the passing month, we continued strengthening the Operations Circle by updating key process documents to reflect recent improvements and ensure alignment with current workflows. These revisions enhance clarity, consistency, and ease of execution across routine operations.

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**Date:** 20-07-2025

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# DF All Circles' July 2025 Retrospective Report

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## DF Documentation WG

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Name of Reporter/Coordinator: Anthony Oliko

Mattermost Handle: @oliko

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### Point Title One: Proofreading Support Function Launch & Scaling

Label: New Initiative ▾ 

#### Notes:

A new proofreading support group was launched to assist Circles in improving the quality of public-facing materials. While coordination is an ongoing challenge—especially across members inside and outside the Circle—we've successfully established a team of five, and will set up OpenProject tracking. We also defined clear boundaries (what we do/won't do), editing standards, and a dual-review process to maintain quality.

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### Point Title Two: Charter and Process Documentation for Documentation Circle

Label: New Insight ▾

#### Notes:

We worked on a new internal charter to define the role of the Documentation Circle as a support structure, not just a production team. The new charter emerged from discussions with Rafael and others about the transition from Work Group to Circle. We are aligning our internal processes with DF's broader governance models, including decentralization, consent-based decision-making, and contributor autonomy.

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## Point Title Three: Recognition of External Feedback and Open Discussions

Label: Challenge ▾

### Notes:

We acknowledge and plan to address open feedback on important documents such as “Knowledge Management and SSOT – An Essential Cultural Approach for DF’s Success” shared by Rafael. Circle members like Vani raised insightful points, and we’ll be discussing these collaboratively to refine our knowledge approach in future sessions.

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Date: July 30th 2025

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## DF Dev Outreach Circle

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Name of Reporter/Coordinator: Ubio Obu

Mattermost Handle: Ubiodee

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### Point Title One: Post Hackathon: Finalists Onboarding Ongoing

Label: **Event** ▾

**Notes:** In what we will love to describe as post hackathon activities, we have held several workshops in preparation for this stage and now the stage has begun, finalists have been paired with Onboarding experts who are currently in a race to onboard the winning projects to the marketplace.

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### Point Title Two: Next Hackathon Discussions Began

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

**Notes:** Discussions are currently ongoing with all interested parties and stakeholders on our next hackathon, likely going to be a physical one, we are in discussions on themes, potential partners, best locations etc for the next hackathon

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### Point Title Three: Recruitment Shortlist

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

**Notes:** Understanding our next phase of growth, especially as outlined in our H2 report we have realised the need to recruit more persons to our team. We have just shortlisted the first set of persons and will be giving us update on the process.

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Date: 7/30/2025



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## DF Review Circle

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

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### One: RFP reviews

Label: **Tooling** ▾ **Support** ▾ **Decision** ▾

**Notes:** The just ended RFP reviews were done by a total of 12 reviewers with skills and expertise in Alignment with the 4 available General topics.

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### Two: Pre-CRISP Ideas filtering

Label: **Collaboration** ▾ **Tooling** ▾ **Improvement** ▾ **Decision** ▾

**Notes:** Currently two batches of pre-CRISP teams consisting of 5 members each are to filter 142 ideas.

We created a form to help facilitate the review process. The CRISP team in collaboration with the review circle Modified the forms to improve the filtering process

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### Three: Milestone Reviews

Label: **Collaboration** ▾ **Decision** ▾

**Notes:** A total of 40 Milestones with 27 of them completely reviewed and 7 of them awaiting review.

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## Four: Collaboration with DEEP Academy

Label: Collaboration ▾ New Initiative ▾ Support ▾ Decision ▾

Notes: The Review Circle is actively supporting DEEP Academy by curating foundational courses, including “How to Write a Successful Proposal” and “How to Review Proposals and Milestones.” These courses aim to equip community members with practical skills aligned with DeepFunding’s standards and expectations

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## Five:

Label: Decision ▾

Notes:

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Date:

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