DF All Circles' May 2025 Retrospective Report

May 2025

All Circles' Retrospective Reports

DF All Circles' May 2025 Retrospective Report

DF All Circles' May 2025 Retrospective Report

DF All Circles' May 2025 Retrospective Report

DF Onboarding Circle

Name of Reporter: Tobias
Mattermost Handle: Tobias

One: New Members Decision ▾

Notes: We are really happy to welcome Victoria and Arabella as our new members of the Onboarding Circle. Both will be on a trial period for 1 month before fully onboarded to the circle. During this period they will be engaged with simple tasks in the circle to help them blend well into the circle,

Two: Onboarding Resource for DF Circles: New Insight ▾

Notes: A new 📄 Template for DF Circles onboarding materials was drafted to help standardize how DF Circles welcome and guide new members. It covers essential links to key documents, meetings, and tools, along with a brief overview of each Circle's goals, structure, and current priorities.

The template also outlines member roles, meeting habits, and how async work is handled, with optional sections for onboarding timelines, recruitment processes, and skill requirements. It encourages the use of mentorship or buddy systems and is designed to make the onboarding experience clearer and more consistent. Final versions will eventually be housed in MKDocs for easier access.

Three: Work in progress with the IT/Operations Circle: New Initiative ▾

Notes: As part of our ongoing efforts to streamline onboarding across DF Circles, we've begun collaborating with the IT/Operations team to explore the most effective ways to automate parts of the onboarding process. While a draft onboarding resource has been created, we've decided to first align internally with Operations before sharing it more widely, to ensure it's functional, scalable, and not subject to conflicting edits.

DF All Circles' May 2025 Retrospective Report

Date: 21st May 2025

DF All Circles' May 2025 Retrospective Report

DF IT Circle

Name of Reporter/Coordinator: Edwin | Safaa
Mattermost Handle:

One: Deployment and Onboarding of OpenProject

Label: New Initiative ▾   Milestone ▾

Notes: The IT Circle successfully deployed OpenProject to serve as the central platform for project and task management. We used the existing task sheet process to guide configuration and adoption across all Circles.

Highlights:

- Created dedicated projects for each Circle.
- Configured roles, permissions, and workflows based on Circle-specific needs.
- Set up boards to visualize all tasks
- Integrated task notifications with Mattermost for real-time updates.

Challenges:

- Managing the transition from informal task tracking methods to a structured system requires significant change management.
- Some Circles were hesitant to adopt new workflows, requiring additional engagement and support.
- Balancing consistency across Circles with the need to support their diverse workflows and preferences.

Two: Deployment and Onboarding of Mautic

Label: New Initiative ▾   Milestone ▾

DF All Circles' May 2025 Retrospective Report

Notes: We successfully deployed Mautic as our central platform for email campaign management and outreach coordination. The setup followed the standard IT Circle process, ensuring structured configuration, permissions management, and alignment with existing workflows. As part of the onboarding, all Mailchimp contacts were imported into Mautic to preserve historical data.

Mautic will now serve as the sole platform for all organizational correspondences moving forward, streamlining communication and ensuring consistency across teams.

Highlights:

- Imported all Mailchimp contacts into Mautic.
- Configured sending domains and enabled tracking for opens and click-through rates.
- Created custom templates for recurring announcements and automated campaigns.
- Set up tags and contact fields to support targeted segmentation across departments and engagement types.
- Initiated plans to integrate Mautic with our WordPress portal to enable automated notifications for registrations, form submissions, and user activity.

Challenges:

N/A

Three: Deployment of Google Team Drives and Groups

Label: Milestone ▾   New Initiative ▾

Notes: We deployed standardized Google Team Drives and Groups across all Circles to enhance document management, streamline collaboration, and improve security.

Highlights:

- Created Team Drives for each Circle to ensure centralized and secure file storage.
- Created Google Groups for all Circles to facilitate access control and communications.

- **Updated Group memberships** with accurate roles and assigned correct permissions for managing access to respective Team Drives.

Challenges:

- Many documents were initially stored outside shared drives, requiring migration.
- Permissions were either too open or inconsistently configured, posing a risk to document integrity.

Four: Training Sessions on Key Tools

Label: New Initiative ▾

Notes: To support adoption of OpenProject, Mautic, and Google tools, we organized and facilitated live and recorded training sessions for Circle members. These were tailored to the specific workflows of each Circle.

Highlights:

- OpenProject walkthroughs (project creation, roles, notifications).
- Mautic training on segmenting, email creation, and automation logic.
- Google Drive/Groups best practices for collaboration.

Challenges:

- Limited availability of some Circle members delayed full participation.
- Need for ongoing support beyond training sessions to ensure retention.

Five: General IT Support Channel

Label: New Initiative ▾

DF All Circles' May 2025 Retrospective Report

Notes: To streamline technical assistance and improve responsiveness, the IT Circle launched the `#it-support` channel on Mattermost as the central helpdesk for all IT issues and requesting support.

Highlights:

- **Created and configured the `#it-support` Mattermost channel as the primary IT helpdesk.**
- **Published clear support request guidelines covering description, platform, impact, and logs.**
- **Established internal triage protocols, assigning requests to the appropriate domain**

Challenges:

- **Some users were unclear on when to use the support channel vs. direct DMs.**

Date: 21/05/2025

DF All Circles' May 2025 Retrospective Report

DF Dev Outreach Circle

Name of Reporter/Coordinator: Ubio
Mattermost Handle: Ubiodee

One: Ideation Challenge "AI4P"

Label: **New Initiative** ▾

Notes: After a thorough review, we've just selected the winners of the AI4P Ideation Challenge. They are:

1. **PeaceGuard AI: A Multi-Lingual Misinformation Detection and Verification Framework**
2. **AidChain: AI-Powered Blockchain System for Transparent Refugee Aid Distribution**
3. **Digital Diplomacy & Consensus Platform**
4. **TruceNet: AI for Conflict Resolution Simulations**
5. **HarmonyBridge: AI-Powered Reconciliation & Peace Sustainability Platform**
6. **Voice for the Voiceless: AI-Powered Legal Aid for Refugees**
7. **Agentic Peace AI for Dialoguing and Conflict Prevention**
8. **SereniAI: Nurturing Emotional Healing and Conscious Relationships**

Two: Hackathon

Label: **Event** ▾

Notes: Up to today we have a total of 73 participants confirmed so far. An orientation call is scheduled for Thursday, May 22, to provide participants with an overview of the process and answer any questions they may have. Additionally, the hackathon dates have been updated and will now run from May 23 to June 1, to give submitted ideas the careful consideration they deserve and to ensure clear, impactful problem statements.

Three: Hiring New Members

Label: Decision ▾

Notes: We've decided to expand our team by hiring two new members. One role will focus on providing technical support, particularly for reviews and tech-related tasks. The other will have an outreach and marketing focus, helping to strengthen our communication and community engagement efforts. We're currently looking for candidates to fill these roles and will share updates as the process moves forward.

Date:

DF All Circles' May 2025 Retrospective Report

DF Events Circle

Name of Reporter/Coordinator: Rafael
Mattermost Handle: @decentralized_nation

One: Onboarding of Hubs

Label: Challenge ▾ Decision ▾ Milestone ▾

Notes: We've worked on the Onboarding of the Hubs. Currently, Onchain Hub, Africa Women, and AI are onboarded and already live with their first events. Go check out their socials, and join their Events. Agro Tech is almost finished with onboarding, with the agreement already complete. On our side, we're just waiting for the Agro Tech Hub team to start executing and complete some of the needed formalities. As for Aistra AI Hub, they will no longer become a community Hub, due to incompatibility with Deep Funding processes.

Two: Upgrading the Latam Townhall

Label: Decision ▾ Challenge ▾ New Initiative ▾

Notes: We're also working with the Latam Townhall team to discuss the move of the Latam Townhall Team to a Community Hub. They've submitted a proposal like all the other Hubs, and they've come up with a change request before signing. Considering it would deviate considerably in terms of work delivered, we've counterproposed that request in a way that would satisfy their needs, but increase KPIs to ensure fairness for Deep Funding. Hopefully, we will achieve an agreement and be able to start the Latam Hub soon.

Three: X Spaces for DeepFunding

Label: New Initiative ▾ Decision ▾

DF All Circles' May 2025 Retrospective Report

Notes: Another effort started by the Events circle, as the research and creation of a strategy budget and plan for X Spaces. After some feedback and revisions we've done to this work during this month, we've presented this to the Deep Funding team, and we will now start organizing the execution of the first spaces. We hope to have tried at least 1 space next month and we hope to see you all there.

Four: Delivery of Events.

Label: **Event** ˅

Notes: In Addition to these efforts, we have continued with our constant work of delivering events, namely the All Hands and the Townhall, with the privilege of being able to deliver a total new Townhall format leveraging the AI for Peace challenge and the work of the 3 circles

Date: 19-05-2025

DF All Circles' May 2025 Retrospective Report

DF Marketing Circle

Name of Reporter/Coordinator: Andrea Reyes
Mattermost Handle: Andrea Reyes

One: Regular Social Media Announcements

Label: Milestone ▾

Notes: Regular Posts to raise awareness around the OpenCog Hyperon RFPs and deadline, AI4P Ideation challenge, RFP Ideation, the upcoming Hackathon and social media post that provide a quick overview of the funding opportunities in Deep Funding.

Two: New Members Joined The Circle

Label: Decision ▾

Notes: We welcomed Beatriz and Gael, who have strong writing skills and marketing backgrounds. They will be taking on the reviewing task. Abdul was assigned to help with administrative tasks.

Three: Training in the Open Project System

Label: Milestone ▾

Notes: The team came together for a training session on the new payment system, ensuring everyone understands the updated process for logging tasks and submitting payment requests.

Date:

DF All Circles' May 2025 Retrospective Report

DF Operations Circle

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

One: Loomio- Mattermost Integration

Label: Support · New Initiative · Collaboration · Challenge · Tooling ·

Notes: We took the initiative to support the community's decision-making process further. Integrating a Loomio bot, creating the DF-Loomio Channel and onboarding all community members into the channel. We worked with the IT Circle to achieve this.

Two: DF All Circles' Onboarding Operations Process

Label: Improvement · Support · Collaboration · Tooling ·

Notes: We began improving the process of adding new members to specific all circles channels, Loomio, and Open Tasks, etc. We are working with Rojo and IT Circle to automate this, including a live database update. A WG based on all stakeholders has been created to carry on this work.

Three: New Circle Members

Label: Decision · Event ·

Notes: We unveiled the new Operations Circle. We have Gfrim and Onazato20. Now we can do more with operational data analytics, process mapping and documentation. Happy to welcome them into the Operations Circle

DF All Circles' May 2025 Retrospective Report

Date: 20-05-2025

DF All Circles' May 2025 Retrospective Report

DF Data Analytics Circle

Name of Reporter/Coordinator: Nyavor Oscar Fafali
Mattermost Handle: oscar_fafa

One: Advanced Data Infrastructure & Dashboards

Label: New Insight ▾ Milestone ▾

Notes: Designed and launched an interactive analytics dashboard (April 5–9 data), and created a video tutorial to guide stakeholders. Built data pipelines for the Community Hub Dashboard, integrating multiple data sources. Also developed a databoard for the Events Circle using LinkedIn data. These efforts increased data transparency and accessibility for strategic planning.

Two: Web & Platform Analytics (GA4, Tagging, QA)

Label: New Insight ▾ Milestone ▾ Challenge ▾

Notes: Executed event tagging on DeepFunding.ai and the community hub homepage, supported by QA testing of the latter. Built advanced GA4 user segments (e.g., RFP ideation vs. general users) to assess behavior differences and engagement. Compared logged-in vs non-logged-in RFP visitors, and conducted pre/post ideation engagement analysis to quantify impact.

Three: Survey Systems & Feedback Loops

Label: New Initiative ▾ Milestone ▾

Notes: Launched several feedback mechanisms to improve user and Circle experience:

DF All Circles' May 2025 Retrospective Report

- **Rolled out the Circle Member Satisfaction Survey**

- **Designed the IT Tools Satisfaction Survey to assess how well current tools serve Circle members**
- **Developed a usability testing survey form to gather structured feedback on the DeepFunding website experience scheduled for rollout to broader user groups.**
- **Built and deployed interactive survey forms directly in Mattermost, with backend systems to automate survey creation, delivery, and collection using slash commands**

Four : Engagement & Channel Performance Analysis

Label: `New Insight ▾` `Decision ▾`

Notes: Performed a YouTube channel engagement audit, including trend analysis of all DeepFunding videos. Scraped and analyzed Twitter content from DeepFunding and Project Catalyst, focusing on performance metrics and content strategy. Also delivered a full campaign performance review of our Mautic newsletter, guiding future optimization efforts.

Five : Research, Compliance, and Strategic Insights

Label: `Challenge ▾` `New Insight ▾` `Decision ▾`

- **Conducted in-depth research on Pair Voting and interactive voting interfaces**

- **Reviewed Horizons 2025 report for Project Catalyst, extracting strategy insights**

- **Mapped and documented all cookies and third-party data processors for GDPR compliance**

- **Analyzed new user activity from GA4, including country trends, conversion funnels, and onboarding effectiveness, addressing Andrea Reyes's requests**

DF All Circles' May 2025 Retrospective Report

Date: 05/21/2025

DF All Circles' May 2025 Retrospective Report

DF Review Circle

Name of Reporter/Coordinator: Slate and Paulo
Mattermost Handle: @slate and @polegato

New Term: PSeO -> Process Standardization & Optimization

Point Title One: Review Circle - Onboarding Guide

Label: New Initiative ▾ PSeO ▾

Notes: This guide is designed to help the new member onboard smoothly, understand your responsibilities, and thrive in your new role.

📝 **Quick Start Checklist**

> Join Mattermost and introduce yourself

> Send your GitHub ID, email, and Mattermost username to @slate

> Watch the training video

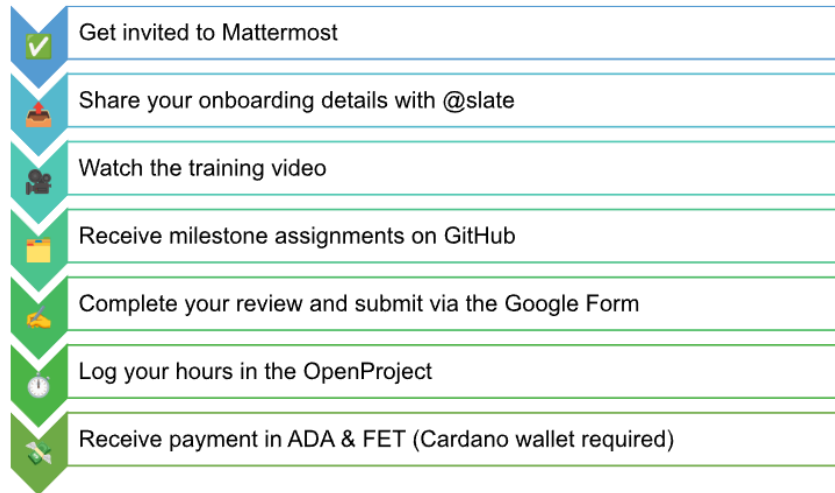> Bookmark important links

> Set up your Cardano wallet

> Ask questions freely — we're here to help!

DF All Circles' May 2025 Retrospective Report

🔄 Review Workflow Overview

Here's a view of how your tasks will flow:

- ✅ Get invited to Mattermost
- 🎯 Share your onboarding details with @slate
- 🎥 Watch the training video
- 📋 Receive milestone assignments on GitHub
- 🏎️ Complete your review and submit via the Google Form
- ⏰ Log your hours in the OpenProject
- 🤝 Receive payment in ADA & FET (Cardano wallet required)

Help Us Build the Review Circle FAQ

We're creating a helpful FAQ to guide new and future Review Circle members. Your experience and perspective can shape what matters most. Share the key questions you believe every new reviewer should have clear answers to.

paulopolegato@gmail.com Mudar de conta ☁️

📩 Não compartilhado

* Indica uma pergunta obrigatória

As a new Reviewer, what are the most important questions you would need answers to? *

Sua resposta

Have you personally struggled to find answers to any particular process or task? If yes, please share.

Sua resposta

DF All Circles' May 2025 Retrospective Report

Two: Review Circle - Glossary

Label: `New Initiative ▾` `PSeO ▾`

Notes: 📘 **Benefits of a Team Glossary**

1. **Clear Communication:** Ensures everyone understands key terms in the same way, reducing confusion and misinterpretation.

2. **Faster Onboarding:** Helps new team members quickly learn essential vocabulary and become productive with less support.

3. **Consistency in Language:** Promotes uniform terminology across documents, meetings, and tools, improving clarity and professionalism.

4. **Cross-Functional Collaboration:** Bridges communication gaps between different departments or disciplines by creating a shared language.

5. **Knowledge Management:** Captures informal or tribal knowledge, making it accessible, documented, and easier to preserve over time.

6. **Lower Cognitive Load:** Reduces mental effort by eliminating ambiguity, especially helpful for neurodivergent individuals.

7. **Quality & Compliance:** Ensures precision in regulated or technical contexts, supporting audits, legal clarity, and accuracy.

8. **AI & Automation Integration:** Provides a structured semantic base that enhances the performance of AI tools, chatbots, and automated processes.

📗 Review Circle - Glossary

Terminologies	Alias	Definitions	Example/Context
Request For Proposal	RFP	A formal solicitation process where Deep Funding invites structured project proposals to address specific needs, with predefined scope, budget, and evaluation criteria.	The team must ensure that their proposed solution complies with all rules and requirements outlined in the **RFP** they applied for.
Deep Funding Round	DFR (e.g., DFR1, DFR2, DFR3, DFR4B)	Funding cycle in which projects are proposed, reviewed, and funded based on milestones. Each round may have different rules or focus areas.	**DFR1** was the first iteration of the milestone-based funding model, while **DFR4B** was a beta version of **DFR4** used to test and validate process improvements before its full launch.
Ideation Pool	IDT	Funding category for early-stage project ideas focused on concept development and validation.	In Deep Funding Round 3, the fifth project in the **IDT Pool** (DFR3-IDT5) submitted Milestone 5 with streamlined reporting, focusing on early research and concept validation.
Marketing Pool	MKT Pool, MKT	Funding category focused on marketing and community growth within the Deep Funding ecosystem.	In Deep Funding Round 4 in the **MKT Pool** the 3rd project (DFR4-MKT3) submitted Milestone 2 with a defined campaign budget for community outreach.
New Projects Pool	NEW Pool, NEW	Funding category for open-application projects that are not submitted in response to a specific Request for Proposal (RFP)	In Deep Funding Round 3 in the **NEW Pool** the Project #10 (DFR3-NEW10) submitted Milestone 5 as an open application not linked to a specific Request For Proposal (RFP).

🧱 Glossary Columns Explained

Column	Purpose
Term	The main term or phrase we're defining. Keep it short and clear.
Alias	Any alternate names, acronyms, or synonyms for the term.
Definition	A clear, concise explanation of what the term means. Avoid circular definitions.
Example/Context	How the term is used in our work. Helps clarify meaning.
Contributor	The person who added the term. Useful for follow-up or clarification.
Status	Tracks where the term is in our review process: - `Draft` : Term added, but no definition yet. - `Needs Review` : Definition added, ready for team feedback. - `Approved` : Reviewed and agreed upon.
Reviewed By	The initials or names of the two team members who reviewed the term.
Last Review	The date the term was last reviewed or approved.
Terminology Approval	Final decision on the term: - `Approved` : Clear, useful, and accepted. - `Rejected` : Not needed, duplicate, or unclear.

🔄 How to Collaborate

1. **Adding a New Term**
   - Enter the new term and any known alias.
   - Leave the definition blank (optional at this stage).
   - Set the **Status** to `Draft` .
2. **Writing the Definition**
   - Fill in the **Definition** and **Example/Context** fields.
   - Change the **Status** to `Needs Review` .
3. **Team Review Process**

Three: Review Circle - Template Documents

Label: `New Insight ▾` `PSeO ▾`

Notes: Working on standardisation

Four: Review Circle - Bonus System Payment

Label: `Decision ▾` `Challenge ▾` `PSeO ▾`

DF All Circles' May 2025 Retrospective Report

Notes:

DF All Circles' May 2025 Retrospective Report

DF Documentation WG

Name of Reporter/Coordinator: Anthony Oliko
Mattermost Handle: @oliko

One: DF Q&A Avatar Collaboration

Label: Challenge ˅

Notes: The Documentation Circle is actively collaborating with other community members to support the development of the DeepFunding Q&A Avatar. As part of this initiative, we proposed a plan to regularly collect and structure Markdown documentation from all Circles and processes into a centralized, machine-readable format suitable for the Knowledge Graph and chatbot.

To improve content relevance and retrieval accuracy, we are now working to include metadata tags (frontmatter) in documentation files. These tags will help the Q&A Avatar better identify and surface relevant information when responding to user queries.

Two: Mapping Data to Documentation Resource, Proofreading and Content Review - A system for circle members/resource managers to easily update documentation.

Label: New Insight ˅

Notes: In the process of refining how data collected from Circles should be transferred into their respective MkDocs instances, and inspired by the recent increase in robotic process automations in circles, we took a closer look at the way we currently map circle data from individuals/resource managers onto the documentation website.

This is where circle members directly write out the content of their documentation website in Google docs, make edits and update the content, then the documentation circle members transfer this content to the documentation website.

DF All Circles' May 2025 Retrospective Report

Automating this process will solve one of the goals of the Documentation Circle, which is to keep documentation updated and easy to maintain. Here's how the process automation will look like:

Google Docs → Trigger System → Markdown Converter (AI) → Git Operations → GitHub Actions → Deployed MkDocs Site

This approach gives us the best of both worlds: the user-friendly interface of Google Docs with the technical advantages of Markdown and MkDocs. The AI component helps bridge the gap between formats without requiring users to learn Markdown syntax.

We welcome additional ideas and new insights.

Three: New DF-Book Website powered by MkDocs.

Label: `Milestone ▾` https://df-circles.github.io/df-book/

Notes: The new DF-Book website, now powered by MkDocs, has been successfully launched. It serves as the central hub for DeepFunding Circles documentation, bringing together materials from multiple sources, including Jan's Confluence page and the original GitBook site.

In response to feedback, we have aligned the structure and content of the MkDocs version to mirror the existing GitBook for consistency and ease of use. While the core migration is complete, some sections still require updates and improved organization. Work is ongoing to enhance clarity, navigation, and overall user experience.

Date: May 20th 2025