# DF All Circles' June 2025 Retrospective Report

June 2025

All Circles' Retrospective Reports

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## DF Onboarding Circle

**Name of Reporter: Sucrenspice**
**Mattermost Handle: @Sucrenspice**

### One: DF Circles Onboarding Processes Analysis

**Label:**  New Insight ▾

**Notes:** Finding out how onboarding was being handled in the various circles was one of the first things we did after the circle was established. For this goal, we made a Miro board, and following the exercise, we produced a short [summary](#) of the onboarding procedures along with our suggestions. In the upcoming weeks, we will spread info about this to other circles.

### Two: UX Research and Testing

**Label:** Milestone ▾

**Notes:** We started working with the Data Analytics circle earlier this year in March to conduct user testing on proposal submissions on the Deep Funding website. We conducted three additional tests this month with both new and existing proposers. The data analytics circle will receive our findings and prepare a report as well as making the necessary changes.

### Three: Deep Funding Circle Recruitment Process

**Label:** New Initiative ▾

**Notes:** We created a [guideline](#) or guidelines for managing applicants to circles.  All circle leads will be informed of this at the upcoming meeting and will now be a collaborative effort.

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**Four: Deep Funding Community Engagement**

**Label:** New Insight ▾

**Notes:** We identified the DF community's gaps in interaction and put together some solutions to this issue in this document. The idea is to have a broader "fan base" community and we plan to work with the Marketing and Event circles on this.

**Date: 17th June, 2025**

# DF All Circles' June 2025 Retrospective Report

## DF IT Circle

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

### One: New Member Onboarding

**Label:** New Initiative ▾  Event ▾

**Notes:** We successfully onboarded a new member(Ebenezer) into the IT Circle. This included setting up his accounts across all relevant platforms, granting the appropriate permissions, and providing a full walkthrough of our tools, responsibilities, and support workflows. This initiative strengthens our capacity to meet the increasing demands from other Circles.

### Two: Tool Documentation

**Label:** New Initiative ▾  Milestone ▾

**Notes:** A key milestone for the month was the completion of user documentation for all tools deployed by the IT Circle. This includes guides on platform access, usage instructions, and support processes. The documentation is designed to support onboarding, improve tool adoption, and reduce recurring support queries from Circle members.

### Three: IT Support Across Circles

**Label:** Event ▾

**Notes:** We provided continuous IT support to members across all active Circles. This included troubleshooting system access, resolving permission issues, clarifying usage of OpenProject and Mautic, and responding to real-time technical questions during reporting and onboarding phases. Based on recurring support needs, we've decided to begin tracking request patterns to optimize future helpdesk responsiveness.

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**Four: DevOps & System Maintenance**

**Label:** Event ▾

**Notes:** We carried out our DevOps responsibilities throughout June, which included routine system maintenance, service monitoring, and the implementation of automated backup processes for all deployed infrastructure and tools.

**Date: 18/06/2025**

# DF All Circles' June 2025 Retrospective Report

## DF Events Circle

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

**One:  Community Hubs Reporting Process**

**Label:** New Initiative ▾    Milestone ▾

**Notes:** We've created and refined the community hubs reporting process alongside Data Analytics Circle and the Review Circle. The Data Analytics Circle, helped with the creation of the reporting form for the Hubs. The Events Circle has helped Test and refine this form. Additionally, with the Review Circle we created a process and form for reviewers to fill whenever going through the monthly deliverables from Community Hub.

Our idea is to refine this process even further by creating a full report to be shared with the Hubs.

**Two: Onboarding of Reviewers and First Reviews**

**Label:** New Initiative ▾    Milestone ▾

**Notes:** Alongside the Review circle, we selected the reviewers for each of the Community Hubs. We've carried an initial onboarding call, and shared with them the process and the relevant documentation. Reviewers also started engaging in their first reviews of the Hubs, considering the milestones shared by the Hubs from the previous Month.  During this process the Events circle is providing close support to reviewers until they feel completely comfortable with the task.

The Events Circle, also tested the entire process for revision, suggesting some refinements, and also ensured the delivery of the appropriate payments for the Community Hubs.

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**Three: Outgoing Representation of DeepFunding**

**Label:** Event ˅  New Initiative ˅

**Notes:** In an initiative to support a funded proposal, the Events Circle sent out one of our members to represent Deep Funding at a Twitter Space with a Large Asian Community Interested in AI. In this space, we had the chance to share more about Deep Funding and how people can get involved. The response has been very positive overall, with many showing interest in getting more involved.

**Four: Special Event and Event Execution**

**Label:** Event ˅

**Notes:** In Addition to the above, we have successfully delivered our common Events, namely the Open All Hands and the Townhall, and we've tested a new format in the Townhall where we have invited members to come and share more information about their ideas. With this we can bring more relevance to RFP Ideation, and also get a better understanding of the goals and vision for each of the ideas.

Additionally, we also organized and Hosted the Deep Funding Labs Workshop, a new an interesting Event on a completely new initiative.

**Date: 17-06-2025**

# DF All Circles' June 2025 Retrospective Report

## DF Marketing Circle

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

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**One: New Content Strategy**

**Label:** New Initiative ▾

**Notes:** About a month ago, Priscilla, Robel, and Abdul collaborated on a content analysis across Twitter, Telegram, YouTube, and LinkedIn, now Oscar is helping delivering a monthly analysis. Their goal was to identify ideas and strategies to help each platform grow more effectively. This process highlighted the need to better understand the behavior of our target audiences.

To support this, Gael (our new content reviewer)  conducted audience research and identified two main audience segments. These include developers, early-stage AI startups, researchers and academics, the SNET community, reviewers, mentors, and others.

Based on these insights, we're developing a new content strategy tailored to each audience, ensuring we deliver relevant, engaging, and impactful content across all platforms.

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**Two: A New Content Calendar**

**Label:** Decision ▾

**Notes:** We've created a new content calendar to help us plan and manage our posts more efficiently. Identifying what to publish, when to publish it, and where it should go.

The calendar includes dedicated columns to track task deadlines, status updates, document links, content owners, publishing dates, and platform links once published. It also specifies the target audience for each piece, ensuring that our content remains relevant and strategically aligned with our goals.

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To keep the calendar up to date and running smoothly, different responsibilities have been assigned to team members: one person is in charge of filling out the document with the assigned tasks, another is responsible for adding the links to the published posts, and a third is following up on assignments and progress.

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**Three: Content Strategy Weekly Call**

**Label:**  Milestone ▾

**Notes:**  As we implement our new strategy, it's essential to track what we publish, assess audience engagement, and generate insights that help us refine our approach. We've decided it's important to hold regular weekly calls to evaluate what's working in our content strategy, and what isn't. These meetings give us dedicated space to reflect, adjust, and continuously improve the quality, consistency, and relevance of our content.

These calls will help us stay aligned as a team, remain responsive to data and feedback, and ensure that our content continues to support our goals.

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**Date:**

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# DF All Circles' June 2025 Retrospective Report

## DF Operations Circle

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

**One: New Circle Member**

**Label:** Event ▾   Decision ▾

**Notes:** We welcomed Ugochi into the circle and commenced her onboarding. Ugochi is the product owner for the community portal.

**Two: Onboarding Operations/SSO Process and Role Mapping**

**Label:** Improvement ▾   Support ▾   Collaboration ▾   Tooling ▾

**Notes:** We were able to semi-automate the onboarding process in terms of role-based access to platforms and tools; but the work continues with documentation and flow maps until we achieve full automation, something we believe will be of vital help to coordinators and all circle members.

**Three: Improvement in Operations and Support**

**Label:** Improvement ▾   Milestone ▾

**Notes:**

We worked on strengthening the structure and clarity of the Operations Circle by developing key documentation, including an overview of its functions, an onboarding guide for new members, and a technical process outline. Additionally, collaborated with the IT Circle to streamline and differentiate support responsibilities. We also onboarded all circle members into the Operations Circle support channel.

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**Four: Execution of Phase One of the DF Communications Framework**

**Label:** Event ˅   Decision ˅   Improvement ˅   Milestone ˅

**Notes:**

Strategy Monthly Calls between DF Staff and Circle Coordinators have been scheduled, and their corresponding channels have been opened. A couple of the DF-Clusters calls have also been had.

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

**Label:** Support ˅

**Notes:** We continue to support the awarded teams and all circle members in resolving any payment issues. We are currently working on improving transparency and feedback regarding payment figures based on the new process.

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**Date: 18-06-2025**

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# DF All Circles' June 2025 Retrospective Report

## DF Data Analytics Circle

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

**One: Engagement Performance & Strategic Insights Across Platforms**

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

Notes:

- Pulled monthly performance data for website, Twitter, LinkedIn, YouTube, and Telegram
- Compared May 2025 data with the average from the previous 11 months (May 2024 – April 2025)
- Looked at post views, clicks, reactions, comments, and trends
- Found strong engagement patterns by weekday and post type
- Used the insights to shape better content strategies going forward
- This sets a solid reporting standard for future months.

**Two: Usability Testing for Website Improvement**

**Label**: Event ▾  Challenge ▾  New Insight ▾

**Notes:**

- Launched a usability testing survey to understand how users experience the site

- Focused on key areas like submitting an idea and submitting a proposal

- Emails to be sent to users who volunteered to test and have a scheduled live task walkthroughs

- Gathered early feedback to spot where users struggle or drop off

- Insights will help improve UX on the Ideation and RFP submission pages.

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**Three: Infrastructure, Tracking & Internal Efficiency**

**Label**:  Milestone ⁛   New Insight ⁛

**Notes:**

- Built a working simulation voting app using AppSheet to demo the 3 voting methods ( pair-wise, graded and quadratic voting )

- Added GTM tags to URLs to track social traffic, especially to Ideation and RFP pages from posts made on all social media platforms

- Kept detailed records of all tasks and progress from the Analytics Circle in OpenProject. This made it easier to track who's doing what, plan better, and write accurate monthly reports.

**Four: Community Hub Data Preparation for Dashboard**

**Label**:  Milestone ⁛   New Insight ⁛

**Notes:**

- Started gathering and cleaning data for the upcoming Community Hub dashboard

- Defined what metrics we want to show (e.g., top users, topic activity, engagement types)

- Focus is on making the dashboard useful for the community and leadership

- This will feed into future visual reporting and data transparency

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## DF Review Circle

**Name of Reporter/Coordinator: Slate | Paulo |**
**Mattermost Handle: @slate  @polegato @quecy_ayeboafo**

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**One: Onboarding of New Coordinator:** New Initiative ▾

**Notes:**

Review Circle onboarded a 3rd Coordinator Egu, with a good background in management and education, will be working alongside other coordinators and reviewers in the respective tasks.

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**Two: Working With Events and Community Hubs**

**Label:** Event ▾

**Notes:**

We are working alongside event circle for the monthly evaluation of community hubs , devised report procedures and automation including reviewers onboarding and guidance

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**Three:  Special Team Projects Follow-up**

**Label:** Milestone ▾

**Notes:**

A special team of review circle carried out the creation project followup sheet to get in touch with inactive teams and follow-up with them, an automated procedure will be created to make this easy and repeatable after each iteration.

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**Four:  Special Team Report Template Standardization:** New Initiative ▾

**Notes:**

A special team of review circle is carrying out a standard , organized and more detailed report template with a addition of analysis to better carry out future reviews

**Five: Task Management Review (TMR):** New Initiative ▾

**Notes:**

Task management review is a new initiative that will help the Review Circle produce results that align with expected outcomes through clear scope definition, resource allocation, and post-task evaluation and feedback.

**Date:**

# DF All Circles' June 2025 Retrospective Report

## DF Documentation WG

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

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**One: Google Docs to MkDocs Automation POC Completed:** Challenge ▾

**Notes:** We successfully completed a proof of concept demonstrating that content from Google Docs can be automatically extracted, converted to Markdown, pushed to GitHub, and deployed via MkDocs. This marks an important step toward solving the long-standing issue of keeping documentation up to date. What remains is for the DeepFunding community to define the scope and features needed for a full implementation through a proper feature request, BRD, or spec.

The project repository is at: https://github.com/aitrenches/googledocs-mkdocs-automation.

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**Two: Creation of Documentation Circle Process Documentation:** New Insight ▾

**Notes:**

Following the initiative to formalize the creation and structure of Circles, the Documentation Circle has begun documenting its own transition from a Work Group into a full Circle. This process doc outlines the evolution, responsibilities, and frameworks adopted by the Circle, and will serve as both a reference for historical context and a guide for future Circle formations. Feedback has been requested on Raphael's initial draft, and the Circle is now contributing its own experience and inputs to the broader framework.

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**Date: June 18th 2025**

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