

Proposed Structure for Stakeholders' Communication in the Deep Funding Program

What:

This document proposes the channels, meeting formats, and guidelines to facilitate strategic communication from DF staff, cross-circle interaction, and community engagement. It also establishes dedicated spaces where the broader community can share ideas, ongoing projects, and discussions. By establishing clear communication pathways, this structure aims to enhance efficiency, collaboration, and transparency across all stakeholders while maintaining the autonomy of Circles and community members.

Why:

Given DF's decentralized nature, it is essential to maintain autonomy while ensuring effective communication, collaboration, and transparency between DF staff, Circles, and the broader community.

How:

The structure outlined in this document organizes communication in a way that ensures:

- DF staff can share strategy updates and requests efficiently.
- Circles have autonomous spaces for collaboration and knowledge sharing.
- The broader community stays informed about ongoing initiatives and achievements.
- Community members have channels to present and discuss their ideas and projects.

TL;DR

- **DF Staff > Circles:** Strategy updates and requests are shared via Mattermost and biweekly/monthly meetings.
- **Intra-Circle communications:** Where and how circles assign tasks and track progress. For example, Review Circle uses GitHub to receive milestones and share information.
- **Circles > Circles:** Collaboration happens via Mattermost and bi-weekly meetings
 - E.g “All Circles Collab” meetings to co-create, track solutions and prime synergy among circles.

- Ideas on incentives/motivation for such collaboration are welcome.
 - **Circles > Community:** Updates are shared via blog reports and the monthly Deep Funding All-Hands meeting. This includes possible reports and presentations during meetings and publications on the community portal.
 - The DF Circle, e.g Review Circle > [Awarded Teams] Community may use a more two-way approach to their communication needs
 - **Community > Community:** Members share ideas, projects, and initiatives through the DF Community Connect channel and monthly “Community Connect” meetings.
 - This is effectively the existing TownHall Event; The Events Circle reserves the right to rename or not rename the event.
 - **Where DF Staff Should Avoid:** DF staff will not interfere in operational Circle meetings, the All Circles Collab meeting, or the DF Collab discussions.
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1. DF Strategy & Communication with Circles (DF Staff to All Circles’ Coordinators)

Purpose:

DF staff need a structured way to inform Circles about strategy and updates and to make specific requests.

Proposed Channel:

Mattermost - DF Strategy & Announcements (Only coordinators or selected Circle Member(s) for circles who don’t use “coordinators”)

DF staff will post:

- Official updates on strategy and goals.
- Announcements about funding rounds, process changes, and initiatives.
- Requests for Circles regarding deliverables or actions needed.

Meetings (Type 1):

Bi-weekly Strategy Meetings

- DF staff will maintain a bi-weekly call with each set of Circle's Coordinators. Each Circle will have at least one meeting pre-scheduled recurrent meeting with the DF Staff. Some circles coordinators already have a bi-weekly update call with the DF Staff, every DF Circle will now have the same arrangement.

Meetings (Type 2):

Monthly Coordination Meetings

- DF staff would have monthly meetings with all Circle coordinators, not at the expense of their operational calls, to communicate general DF Staff> Coordinators updates and requests.

Meeting Structure

Purpose and Agenda Items Source

- The DF Staff will set the Agenda for these meetings.

Bi-weekly Spatial Coordination

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	Monday	Tueasday	Wednesday	Thursday	Friday
Week 1 Calls	Events Circle	Focus Group	Review Circle	Marketing Circle	Operations Circle
Week 2 Calls	Onboarding Circle	Dev Outreach Circle	Data Analytics Circle	IT Circle	

Who Can Attend

- Respective Circle Coordinators and DF Staff

2. Cross-Circle Collaboration & Interaction (Inter-Circle Communications)

Purpose:

This is the Circles' space to share work, co-create, and identify synergies. Can serve as an avenue for Circles to come up with something similar to the 3-Circle Strategy of the three Marketing Circles [The Dev Outreach Circle, The Events Circle and The Marketing Circle].

Proposed Channel:

Mattermost - DF Circles Coordination channel

- Open to all Circles for discussions, requests, and problem-solving.
- Example Topics:
 - "Events Circle needs Onboarding Circle's help to engage Spotlight Day attendants."
 - "Operations needs input from Dev Outreach Circle on a payment updating."
 - "Marketing Circle is struggling with engagement metrics—seeking insights from Data Analysis Circle."
- This channel will support the "Task Request System" being built.

Proposed Meetings:

Bi-weekly "All Circles Collab" Meetings

Purpose: Dedicated time for real-time collaboration.

Format:

- An agenda must be previously defined in the Circles Coordination Channel.
- Or Coordinators create a rolling agenda document
- Open discussion for cross-Circle collaboration.

Who Should Attend

- Circle Coordinators or designated or assigned Circle members.

3. Community Updates & Transparency (DF Circle Community > DF Staff Communication)

Purpose:

Circles inform the DF Staff [alongside every member of the community] of their progress, milestones, and challenges.

Proposed Meeting:

- **The existing Monthly Deep Funding Retrospective All-Hands**
 - Each Circle presents an update covering:
 - What they are working on.
 - Milestones achieved.
 - Key Challenges.
 - Q&A with the community.
 - Ensures accountability and strengthens community engagement.

Proposed Reports:

- **Monthly Written Reports on DF Mattermost and Community Portal**
 - Circles list:
 - At least 3 updates, milestones, or challenges.
 - Keeps things organized without overwhelming live meetings.

Meeting Structure

Purpose and Agenda Items Source

- Coordinated by the Events Circle
- The agenda for these meetings are predetermined in some cases
- And also new Agenda items can be created on need basis.

Who Can Attend

- All larger community members, first-timers, tourists, and intending members

4. Community-Wide-Driven Communication (From the Larger Community to the Larger Community)

Purpose:

Provide a space where general community members can present ideas, share ongoing projects, and host discussions that benefit the broader ecosystem. Includes Awarded Teams, Proposing Teams, New Community Members, Reviewers, Voters, Enthusiasts and Others.

Proposed Channel:

Mattermost - DF Community Connect (DF Hypercube)

- Open to all community members for sharing ideas, proposals, and ongoing initiatives.
- Examples of topics:
 - “A new AI service that could benefit the marketplace.”
 - “Community-driven initiatives to enhance ecosystem engagement.”
 - “Suggesting talks, interviews, or AMAs from the community.”
 - “Sharing links to related projects.”
- Encourages organic collaboration and grassroots innovation.
- The 3-Marketing Circles would be in charge of this channel.
- Investment opportunities, unethical initiatives, and the like would be forbidden.
- We could have a dedicated channel activities review and “Channel Maintenance,” which includes routine checks on inactive members about continuance.

Proposed Meetings:

“Community Connect” Meetings - The Existing DF Global Town Hall

Purpose: A dedicated space for community-led discussions and project showcases.

Format:

- Coordinated and Executed by the Events Circle.
- Open-floor discussions for community members and specialists to present concepts and ideas (Talks).
- The awarded team's projects showcase.
- Networking and collaboration opportunities.
- Successful presentations coming from the Community Hubs initiative.
- Track and assess community engagements in the townhalls, both speaking and chatting.

Meeting Structure

Purpose and Agenda Items Source

- The Events Circle will plan the inclusive agenda for these meetings.

Who Can Attend

- All larger community members, first-timers, tourists, and intending members
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5. Where DF Staff Should Avoid

- All Circles Collab meeting.
- DF Circles Coordination channel.
- Operations and Strategy Circle meetings.