

2026-07-27 – Meeting notes meeting

- Date: 2026-07-27
- Present: Raito, horrors, rootile, piegames
- Topic: Processing our backlog of meeting notes, discussing a new way of making meeting notes

Processing meeting notes backlog

- Go from <https://wiki.lix.systems/books/contributing/chapter/discussion-notes>
- Meeting notes processed by piegames (needs rework):
 - <https://wiki.lix.systems/books/contributing/page/2026-04-29-governance-weekly>
 - <https://wiki.lix.systems/books/contributing/page/2026-04-22-governance-weekly>
 - <https://wiki.lix.systems/books/contributing/page/2026-04-18-lixcon-meetup>
- missing meeting notes:
 - 6 May 2026: meeting notes to obtain
 - 13 May 2026: skipped
 - 19 May 2026: skipped
 - 27 May 2026: skipped
 - 3 June 2026: recorded
 - 17 June 2026: recorded (notes as well for this)
 - 24 June 2026: recorded (<https://zulip.lix.systems/#narrow/channel/16-Governance/topic/Governance.20weekly/near/12079> + notes as well below)
 - 6 July 2026: broken pad (used another pad)
 - 13 July 2026
 - 20 July 2026
- Obtaining the recordings of the meetings
 - raito: I believe Qyriad has the recordings
 - rootile: will ask Qyriad about the recordings, will transcribe once obtained
- Finding again the replacement pad on the 6th July 2026
 - raito: I believe Lunaphied did the note taking that day, will ping them
- Structuring the meeting notes
 - piegames: will take care
- Editing and summarizing the meeting notes
 - raito: will take care

Action items & Decisions

- [piegames] Auto-sort meeting notes in the Wiki (requires moving into own book)
- [piegames] structuring the meeting notes
- [raito] editing and summarizing the meeting notes

- [rootile] ask Qyriad about the recordings and transcribe them
- ~~[raito] ask Lunaphied about the replacement pad for the day where the pad has broken and send the notes to piegames for structuring horrors found it:~~

<https://pad.lix.systems/lix-governance-weekly-notbroken-maybe>

New meeting notes policy

- Open questions
 - What/Whom are we taking notes for?
 - Capturing results and/or various discussion arguments
- raito proposal:
 - capture the progress in the project on detailed positions and reasoning why we made decisions
 - a communication tool including for people who are not following the project deeply
- piegames proposal:
 - three segments: 1. agenda, 2. main discussion points, 3. action items and decisions
- raito: in favor of going with piegames's proposal and cccda's proposed protocol
- piegames: additionally, i offer we do quick post-processing of meeting notes, perhaps, take 10 minutes after meeting to do the post processing and publish

Action items & Decisions

- Adopt cccda's meeting notes structure for the future
 - [piegames] write down a new wiki page "How to write notes for Lix meetings?"
- Adopt piegames's proposal for the meeting notes policy

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