Roles: each meeting had two defined roles, that were rotated randomly every week, removing people who had already done them before we cycled through everyone, to ensure no repeats before each person had gotten a chance.

Moderator: the moderator was in charge of bringing up all points in the meeting, calling back to attention if we got off-topic. While it was a shared effort, this was the person with the designated task to "run" the meeting.

Secretary: the person in charge of taking the minutes for the meeting. This is not the most enjoyable task, and while one does it it can be hard to participate as much, so we made sure to rotate it as much as possible.

Hand signals: To not speak on top of one another, and respect turn orders, we used a system of easy, visible hand signals.

One (or more) fingers lifted: You want to share your opinion, continuing the current conversation. The first person lifts one finger (the index finger). If you raise your hand when someone already has one finger lifted, you lift two. The second person, three, and so on. We never got to where someone had to lift more than 5. When the person who had one finger up speaks, everyone with any fingers up puts down one of them, as they all move up one turn.

Pinky finger lifted: question. An important question that must be answered in order to be able to follow the conversation. In case someone has gotten lost or missed something at some point.

Fist lifted: Melon. When someone has a new topic to bring up, but waits until the current one is concluded. In spanish/catalan, "abrir un melón/obrir un meló" (open a melon) is opening up a whole new topic, so the fist represents that melon. The equivalent of opening up a can of worms.

Fist towards the middle: "punch in". This is when someone needs to make a short clarification or addition of information that must be done right now, so it skips the turn order. To be used sparingly and only when absolutely necessary, not to be confused with sharing one's opinion.

Thumb on one's forehead: direct reply. When, instead of adding yourself to the turn order, you must answer directly to what someone is saying. Normally done when after having said something, the next person replies directly to you. Valid things may include clarifications for a misunderstanding, or anything that has to be addressed at that moment. Same as the "punch-in", not to be mistaken with given one's opinion and used as an excuse to skip the turn order.

Opinion wheels: "Roda d'opinions". When an important decision is discussed in a meeting, everyone gives their opinion, one by one, before someone can speak twice. This ensures everyone is not only given the space, but also nudged to participate and give their opinion.

All of this might seem irrelevant or over the top, but we are very aware of how certain roles can develop within a group. Often, they have a way of cementing themselves, and you very quickly end

up with the same people speaking always, the same people nodding along, and a very select group of voices making all decisions. It can seem that the whole team believes something, when really only the 3 people that take up all of the space do. And, more often than not, these roles end up coinciding heavily with gender roles. Men are normally louder and take up more space, while many women have an easier time taking a step back. Obviously, this by no means implies all women or all men are like this. Human beings are about as diverse as can be, in size, shape, and most of all, behavior. But, most of us agreed on having observed this as the norm, so we instituted these measures to make sure