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You'll gather 3–6 people for a short 20-minute meeting (in person). Use a tight agenda to surface one local climate or sustainability issue, brainstorm 3 practical actions you could try in the next 30 days, choose one action, assign roles and a date, then produce a one-page Action Snapshot (issue, goal, next step, roles, date). Finally, post a group photo or screenshot plus the Action Snapshot to Instagram, tag the organizers, and use #PGC2025.

2) Who to invite (who makes a strong 3–6-person huddle)

- 1 person who knows the local context (neighbor, shop owner, student leader).
- 1-2 people who can do hands-on tasks (organizers/volunteers).
- 1 person who's good at communication/social media.
- 1 person who can handle logistics/permissions (knows school, club, or local office).

This mix helps move quickly from idea → pilot.

3) Agenda (20 minutes — copy/paste this into a calendar invite)

Huddle: 20 minutes total

1. 0:00–0:03 — Quick intros (name, pronouns if wanted, and one thing you care about locally)
2. 0:03–0:06 — Each person names one local climate/sustainability issue they see (3 minutes total)
3. 0:06–0:16 — Pick one issue and brainstorm three simple actions the group could try in the next 30 days (10 minutes)
4. 0:16–0:19 — Choose one action, agree on the first concrete step, set a date, and assign roles (3 minutes)

5. 0:19–0:20 — Quick recap & who posts the Action Snapshot to Instagram (1 minute)

Tip: Put a one-sentence timekeeper in the chat so people stay on track.

4) Brainstorm prompts (use these during minutes 6–16)

- What small action could we actually finish in 30 days? (pick things that require little funding)
- Who benefits and who needs to approve it? (shop owner, school, local leader)
- What is one measurable outcome we can check in 30 days? (number of participants, kgs of waste diverted, sign-ups)
- What's the minimum equipment/permission we need to start?

Use sticky notes or a shared Google Doc to capture ideas fast.

5) Action Snapshot one-page template (copy/paste to a doc or screenshot)

Action Snapshot — []

- Issue: “High volumes of food waste from the central market going to landfill.”
- Goal (30 days): (measurable) — “Reduce market food waste sent to landfill by collecting 50 kg of compostable scraps from 6 vendors.”
- Planned Action “Set up 1 pilot ‘vendor compost bin’ at the north market and run 2 neighbor trainings.”
- Next step (this week): “Ask the market manager for permission on Thurs, Sept 30; buy a sealed bin.”
- Date of action: “First collection day: Oct 9”
- Roles / responsibilities:
- Lead organizer: Ama
- Outreach & volunteers: recruit 4 volunteers, run 15-minute trainings

- Social media & documentation: [Abigail] — take photos, post updates
- Success metrics: — e.g., “50 kg composted; 6 vendors participating; 10 residents trained”
- Notes / risks: “Pest control: ensure sealed lid; need compost drop-off site.”

Action Snapshot Market Compost Pilot

- Issue: Excess food waste at Elmina Market is thrown away instead of composted.
- Goal (30 days): Collect 50 kg of compostable scraps from 6 vendors and deliver to community compost site.
- Planned Action: Place a sealed bin at the north entrance of Elmina Market; run two short vendor trainings.
- Next step (this week): Ask market manager for permission on Friday; confirm bin availability.
- Date of action: First collection: Nov 4. Training: Nov 5.
- Roles: Lead: Ama (permissions & supplies). Outreach: Kwesi (vendors).
Volunteers: 3 students (collection support). Social & Docs: Abigail (photos + Instagram post).
- Success metrics: 50 kg composted; 6 vendors; 2 training sessions held.
- Notes / risks: Use sealed bins to reduce pests; put simple signage in local language.



ACTION SNAPSHOT

GROUP/PROJECT
Ejisu Eco Huddle

ISSUE
Plastic waste

GOAL (30 DAYS)
To reduce waste

MAIN ACTION
Recycling

DATE OF ACTION
21

GROUP MEMBERS
4 members

COMMUNITY
Ejisu



“Market Compost Pilot — our group’s first action to reduce food waste. First collection: Nov 4.
#PGC2025 @TurningGreenOrg @foe_us @acurebeauty”

“Today our 20-minute huddle turned into a plan: we’re launching a Market Compost Pilot to stop food scraps from going to landfill. Goal: collect 50 kg in 30 days from 6 vendors. Lead: Ama (permissions), Outreach: Kwesi, Volunteers: 3 students, Social: Abigail. First collection: Nov 4. Want to help or learn how to run this in your town? DM us. #PGC2025 @TurningGreenOrg @foe_us @acurebeauty”