Suggested Ground Rules for Meetings

- Everyone participates – NO one person dominates
- Listen to understand – not to criticize
- Check your understanding by asking questions
- Listen without interruption
- Wait to be recognized
- Individual’s silence will be interpreted as agreement
- Minimize interruptions and side conversations
- Turn off cell phones
- What is said here stays here
- Challenge problems or ideas – not people
- Respect each other’s point of view
- Encourage differences of opinion
- Stay on time and on task
- Be concise
- Seek group consensus on major decisions
- Take private meetings outside
- If you need a break – take a break