

Draft Meeting Guidelines

1. Be on time and stay until the end of the meeting.
2. Defer phone calls and silence cell phones.
3. Appreciate others' point of view. Recognize we all see the "world" (situation) differently.
4. Respect each other. Respect builds trust. Trust builds relationships; and relationships build solutions.
5. Avoid personal attacks because you may not agree with another's viewpoint.
6. Keep an open mind. You expect that of others.
7. Defer your judgment. Weigh all the information before reaching a conclusion.
8. Enter into discussions. Synergy is created when people share their views with other.
10. Help keep the discussion on the subject. Use the "parking lot" chart for future topics.
11. Avoid side conversations and ask for clarification if you have questions.
12. Remember to "keep the end in mind" – Why are we here?
13. End the meeting on time with a closing activity and agenda setting for next meeting.

