

Meeting Norms:

We will treat each other with respect.

- We will be present at all meetings (if possible)
- We will be present both physically and mentally
- We will use our time wisely, starting and ending our meetings on time
- We will be on time and allow no interruptions to make or take phone calls, etc.
- We will distribute tasks equally amongst members
- We will be concise when we speak- encouraging others to participate.
- Topics outside the agenda will be documented and tabled for a later time.
- When members miss a meeting we will share the responsibility of bringing them up to date.
- We will each notify the team in advance of any absences.
- We will leave titles at the door. All team members are equals.
- We will address conflict by dealing with the issue not the person.
- We will ask questions when in doubt.
- We will complete our assigned tasks by our assigned deadlines.
- We will have data at every meeting.