

# MEETING NORMS

When a team convenes, it is important to abide by a list of norms, guidelines or rules of engagement to continue forward momentum and prevent potential conflicts among team members. Here are some meeting norms each team should consider:

## ***R-E-S-P-E-C-T***

***Be hard on issues, not on each other***

***Stay on track***

***Listen to the person who is talking***

***No side conversations***

***Communicate directly, honestly, and respectfully***

***Hold questions until a person has finished speaking***

***One person talks at a time, without interruption***

## ***S---T---R---E---T---C---H***

***Cultivate Curiosity***

***Be Flexible***

***Think With Possibility!***