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-E-C-H*
*Cultivate Curiosity*
*Be Flexible*
*Think With Possibility!*