

Appendix B – Meeting Norms

1. No side meetings
2. Have fun and relax
3. Be on time
4. Established break times
5. Be courteous
6. State all concerns at meeting
7. Listen
8. Agenda before hand w/relevant information
9. Review meeting action items, include dates and times
10. Rotate facilitators / known facilitators
11. Focus on critical tasks
12. Establish time frame for discussions
13. Don't judge ideas during brainstorm
14. End on time
15. No interruptions, don't dominate
16. Teams for discussion breakout
17. OK to walk around during meeting
18. Time keeper
19. Raise your hand to discuss
20. Everyone has a fair chance to speak their mind (expand discussion time)
21. Time for discussion is up to facilitator
22. Agreement on voting item
23. Include discussion in minutes comments
24. Stay focused and on time
25. No rehashing
26. Table/parking lot for future discussion
27. Please turn off all cell phones and pagers for the duration of the meeting.