

MEETING GROUND RULES

	INDIVIDUAL	TEAM
BEFORE	<ul style="list-style-type: none"> • Be on time, come prepared, and end on time 	<ul style="list-style-type: none"> • Minimize paper – go green
DURING	<ul style="list-style-type: none"> • Free yourself of distractions (phones, e-mail) • Assume best intent, don't take things personally • Ask for clarity when needed • Be positive – change is hard 	<ul style="list-style-type: none"> • Prioritize and work toward the good of the school/unit/UW • Stay with agenda unless team decides to deviate or move on to another subject • Give permission to question and be questioned • Help include others, share the floor , and allow for all voices • Have open, free communications, maintain a safe environment
AFTER	<ul style="list-style-type: none"> • Do work assigned between meetings; follow through on commitments • If you miss a meeting, be responsible to catch up 	

CELEBRATE SUCCESS!