10 Ground Rules for Meetings

1. **Show up on time and come prepared**
   - Be prompt in arriving to the meeting and in returning from breaks.
   - Be prepared to contribute to achieving the meeting goals.
   - Come to the meeting with a positive attitude.

2. **Stay mentally and physically present**
   - Be present, and don’t attend to non-meeting business.
   - Listen attentively to others and don’t interrupt or have side conversations.
   - Treat all meeting participants with the same respect you would want from them.

3. **Contribute to meeting goals**
   - Participate 100% by sharing ideas, asking questions, and contributing to discussions.
   - Share your unique perspectives and experience, and speak honestly.
   - If you state a problem or disagree with a proposal, try to offer a solution.

4. **Let everyone participate**
   - Share time so that all can participate.
   - Be patient when listening to others speak and do not interrupt them.
   - Respect each other’s thinking and value everyone’s contributions.

5. **Listen with an open mind**
   - Value the learning from different inputs, and listen to get smarter.
   - Stay open to new ways of doing things, and listen for the future to emerge.
   - You can respect another person’s point of view without agreeing with them.

6. **Think before speaking**
   - Seek first to understand, then to be understood.
   - Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.
   - It’s OK to disagree, respectfully and openly, and without being disagreeable.

7. **Stay on point and on time**
   - Respect the groups’ time and keep comments brief and to the point.
   - When a topic has been discussed fully, do not bring it back up.
   - Do not waste everyone’s time by repeating what others have said.

8. **Attack the problem, not the person**
   - Respectfully challenge the idea, not the person.
   - Blame or judgment will get you further from a solution, not closer.
   - Honest and constructive discussions are necessary to get the best results.

9. **Close decisions and identify action items**
   - Make sure decisions are supported by the group, otherwise they won’t be acted on.
   - Note pending issues and schedule follow up meetings as needed.
   - Identify actions based on decisions made, and follow up actions assigned to you.

10. **Record outcomes and follow up**
    - Record issues discussed, decisions made, and tasks assigned.
    - Share meeting reports with meeting participants.
    - Share meeting outcomes with other stakeholders that should be kept in the loop.