

Business Meeting Etiquette and Ground Rules

Ground rules will be established for all Forum meetings at the first meeting. These rules will encompass all aspects of the meeting to assist the participants in holding an orderly and effective meeting.

- ✓ **Be prepared to be productive** for all meetings – Make sure you have read all revisions, viewed all messages, visited all the links and bring hard copies of documents with you. Study meeting agenda before hand and know your opinion on key points before the meeting begins
- ✓ Come to the meeting **on time** – If you know you will be late and can send off an e-mail or message, you should do so.
- ✓ **Participate** in the meeting – support the objective of the meeting by keeping discussion focused on relevant topics.
- ✓ **Start and end meetings on time** – Some meetings run over a little bit, but no one wants to stay 30 minutes late each week. Note: If meetings are consistently long, then the agenda may be too crowded.
- ✓ **Be prepared to drop a topic** – If a team is stuck on a topic, it may be wise to delay discussion of it for another time. (PARKING LOT)
- ✓ Treat everyone with **respect** – respect the views of all participants.
- ✓ Allow people to **finish making their point** – do not interrupt.
- ✓ **Avoid electronic distraction** – keep your cell phones and other distractions turned off.
- ✓ **One conversation at a time** – keep side conversations to minimum.