



GROUND RULES

- We demonstrate respect and are courteous in our discussions.
 - Listen actively and honorably.
 - Allow the other to finish.
 - Avoid side conversations.
- We all participate; we ask for others' input if we haven't heard from them.
- We don't make assumptions – we ask for clarification.
- We ask for what we need in communication (a timeout; more discussion time; additional information/data, etc.).
- We take responsibility for managing our own communication and body language.
- We come to meetings prepared.
- We hear and gather information and make decisions in the open.
- Once a decision is made, we support it.
- We honor the spirit of professional confidentiality.
- We continue to learn.
- We manage meeting distractions through:
 - Formalizing breaks
 - Silencing phones/communication devices; not texting during meetings
 - Letting the group know if an urgent call is expected and you need to respond during the meeting
 - Leaving the room to use phones; not answering ("Hello...") until out of the room.