MEETING GUIDELINES

Please follow these guidelines at every meeting!

1. Have an agenda for each participant.

2. Put the meeting purpose at the top of every agenda.

3. Read the meeting purpose statement when the meeting starts.

4. Review the agenda at the beginning of the meeting and follow the agenda.

5. Everyone participates.

6. Conflict with a clear resolution is encouraged.

7. Have the action items template on the back of all agendas.

8. Have all agreed to action items written on the back of the agenda.

9. Have each attendee read their written action items prior to the end of the meeting.

10. Post a visible Parking Lot and resolve issues or schedule a meeting to resolve issues.

11. Start every meeting on time regardless if all attendees are present.

12. End every meeting on time (or early).

13. Stop sending summaries of delegated items from meetings (put on a server).

14. All invitees missing a meeting are responsible to get an update prior to the next meeting from someone who did attend.

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