

# MEETING GUIDELINES

**Take all phone calls and send all email and text messages outside.**

**Don't side talk.**

**One person talks at a time.**

**Be open to new ideas and ways of doing things.**

**Be succinct. Express your point of view and then let others speak.**

**Start and end on time.**

**Give the facilitator permission to manage meeting behavior.**

**Discuss what went well and what would improve the next meeting.**