Tools for Running an Effective Meeting

**TASK**  Establish team rules and post a large, readable version at each team meeting

Task assignment ____________________________ (TEAM FACILITATOR)

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**Team Ground Rules . . .**

- All team members and opinions are equal.
- Team members will speak freely and in turn.
  - We will listen attentively to others.
  - Each must be heard.
  - No one may dominate.
- *Problems* will be discussed, analyzed, or attacked (not *people*).
- All agreements are kept unless renegotiated.
- Once we agree, we will speak with “one voice” (especially after leaving the meeting).
- Honesty before cohesiveness.
- Consensus versus democracy: we each get our say, not our way.
- Silence equals agreement.
- Members will attend regularly.
- Meetings will start and end on time.