
Tools for Running an Effective Meeting

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

Task assignment _____

_____ (TEAM FACILITATOR)

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.