



Committee Meeting

Etiquette

- 1) Be on-time / return from breaks on-time.
- 2) Notify Chairperson if you cannot attend a meeting.
- 3) Only one conversation around the table at a time.
- 4) Do not "talk over" another team member.
- 5) Follow the meeting agenda / restrict your comments to the agenda item.
- 6) Silence your cell phone / Blackberry / etc.
- 7) Make decisions by consensus.
- 8) Challenge opinions you don't agree with without attacking the individual expressing them.
- 9) Review meeting effectiveness at the end of each meeting / apply improvements.