

Meeting Rules

- * *Every meeting has a leader*
- * *Every meeting has a defined objective and an agenda which is provided by the leader before and at the start of the meeting*
- * *All needed participants are invited to the meeting, no more, no less*
- * *All participants prepare for the meeting*
- * *The meeting starts and finishes on time*
- * *The meeting leader manages the meeting to meet all objectives and to keep the meeting on track*
- * *Subjects outside the scope of the meeting are noted and tabled*
- * *Meeting participants respect other participants by listening without interrupting, giving all opinions professional respect*
- * *All Meeting participants work as a team to attain meeting objectives and to enhance organization team work*
- * *When “follow-on” activities are necessary, next steps, responsibilities and completion dates are defined*
- * *The meeting ends with a “thank you” to all participants*
- * *The meeting leader distributes a summary of meeting Results*