*Meeting Norms*

* We will treat each other with respect.
* We will be present at all meetings (if possible)
* We will be present both physically and mentally
* We will use our time wisely, starting and ending our meetings on time
* We will be on time and allow no interruptions to make or take phone calls, etc.
* We will distribute tasks equally amongst members
* We will be concise when we speak- encouraging others to participate.
* Topics outside the agenda will be documented and tabled for a later time.
* When members miss a meeting we will share the responsibility of bringing them up to date.
* We will each notify the team in advance of any absences.
* We will leave titles at the door. All team members are equals.
* We will address conflict by dealing with the issue not the person.
* We will ask questions when in doubt.
* We will complete our assigned tasks by our assigned deadlines.