



PREPARATION

- Start and end meetings on time.
- Complete homework and come to meetings prepared.

PARTICIPATION

- Be respectful.
- Encourage a free exchange of ideas.
- Provide lots of ideas
- Listen to each other.
- Make sure that everyone has an opportunity to speak and to be heard.
- Stay on topic.
- Provide clear and concise delivery of ideas.
- Challenge assumptions in a respectful manner with the intent to learn and understand.

DECISION-MAKING

- Contribute towards building consensus