

# Community & Communication Meeting Norms

## General Meeting Norms

- We will respect everyone's time by starting and ending on time.
- Only one conversation at one time. Refrain from side-talk.
- Capture off topic items in a 'parking lot' and agree to discuss them later at a designated time.
- Be mindfully present with the people you are meeting with.
- Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track and need to move an issue to the "parking lot."
- Identify and challenge past assumptions and sacred cows.
- Develop respect and an ability to listen and consider outlying opinions or ideas
- Address conflict head on.
- Look ahead to positive action, not back on shoulda, woulda, coulda.
- Aim for GETGO – good enough to go, not perfection.
- Everyone is responsible for upholding the norms. Acknowledge if you notice we are not doing so.