

# Meeting Expectations

## Room 1

### Suggestions for Ground Rules

Respect

Stay on Task

Confidentiality

5 Mississippis

Open Minded

Encourage

Active  
Listening

# Meeting Expectations

## Room 2

### Suggestions for Ground Rules

No talking over  
one another

Go on mute if  
not talking

Everyone  
talks

Operate with  
“grace”

Parking Lot  
(items to be  
covered at  
another time)

Be mindful of  
speaking time

Ask  
representativ  
e questions

# Meeting Expectations

## Room 3

Suggestions for Ground Rules: Start and end on time

Raise hand or hit  
raise hand button to  
ask a question

Get clarity  
before meeting  
about recording

No meeting  
without an agenda  
and purpose

Ask questions  
for clarity

# Meeting Expectations

## Room 4

Suggestions for Ground Rules

Mute phones  
if not talking

Active  
listening and  
participation

Take breaks  
when you  
need them  
and turn off  
your camera  
to indicate

Designate a  
notetaker  
when  
appropriate

# Meeting Expectations

Room 5

Suggestions for Ground Rules

A light pink rounded rectangle with a thin dark border, intended for a ground rule suggestion.A light pink rounded rectangle with a thin dark border, intended for a ground rule suggestion.A light pink rounded rectangle with a thin dark border, intended for a ground rule suggestion.A light pink rounded rectangle with a thin dark border, intended for a ground rule suggestion.

# Meeting Expectations

Room 6

Suggestions for Ground Rules



# Meeting Expectations

Room 7

Suggestions for Ground Rules





Respect

Stay on Task

Confidentiality

5 Mississippis

Active Listening

No talking over one another

Go on mute if not talking

Everyone talks

Operate with "grace"

Parking Lot (items to be covered at another time)

Be mindful of speaking time

Ask representative questions

Raise hand or hit raise hand button to ask a question

Get clarity before meeting about recording

No meeting without an agenda and purpose

Ask questions for clarity

Mute phones if not talking

Active listening and participation

Take breaks when you need them and turn off your camera to indicate

Designate a notetaker when appropriate

