

Sample Team Meeting Ground Rules

Participants attend meetings	Team members are expected to attend and participate in scheduled project team meetings (or notify the project leader in advance of schedule conflicts)
Meetings start and end on time	Meetings will begin promptly at the specified time, whether or not all team members are present. Meetings will conclude as scheduled
Participants are punctual	Team members will arrive promptly at the appointed time and place of the meeting.
Meetings are uninterrupted	Team members will make arrangements as necessary to avoid being interrupted during the meetings. Emergency interruptions due to unavoidable reasons are acceptable.
Participants engage in active listening	Team members will pay attention to what is being discussed so they can participate actively in the team discussions
Participants don't take part in one-to-one meetings or sidebars	All team members will participate in the same meeting and will discuss items being handled by the team. Questions, ideas, and thoughts are shared with the whole team.
Everyone participates actively	Each team member will bear individual responsibility for contributing actively to a constructive group process that supports the team efforts to complete specified tasks and/or achieve agreed upon goals.
Participants show a willingness to reach consensus on decision issues	Team members will agree with the team's decisions and/or will support the decisions made by the team. When the team cannot reach consensus, an agreed upon alternative method for reaching a final agreement is implemented.

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Participants respect the agenda

All meetings will have an agenda. The agenda and any additional materials to be discussed at the meeting should be distributed to team members ahead of the meeting.

The agenda, as developed by the meeting leader, will be followed unless/until the approach outlined on the agenda for addressing an issue doesn't work.

Participants are free to check process and ground rules

Each team member shares responsibility for keeping the meeting on track, and should not hesitate to call for a process check or a review of the ground rules.

Meetings will take place when an appropriate number and representation of team members are present at the meeting

Meetings will be canceled if there is not the appropriate number and representation of team members available for the meeting.

Breaks will be included in meetings

Breaks will be included in all meetings that run longer than one hour and a half in length.