

TMHS Meeting Norms 2022-2023

Meetings

- Meetings will be purposeful with clear expectations.
- Be present, prepared, and fully engaged in the work.
- Actively share and participate in discussions with open and honest communication.
- Balance your participation - listen and speak when appropriate in order to provide opportunities for all voices to be heard.
- Provide and support a safe place for open, honest communication by showing interest in and respect for all input and ideas from the team members.
- Agendas
 - Provide appropriate discussion time, clear action steps, and specific due dates for agenda items.
 - Honor time limits, responsibility for action steps, and due dates.
 - Provide resources in advance if needed for review.
 - Email informational items that need no discussion rather than place on agenda.
- Commit to and support all decisions from a team perspective.

- ❖ Address any meeting norm concern at the meeting and then move forward.

Relationships

- Be willing to give and receive honest feedback.
- Assume best intentions from our team members.
- Be kind, respectful and value the opinions and perspectives of others.
- Be thoughtful about your body language, tone and words when interacting with team members.
- Be clear about the level of confidentiality in team discussions and respect it.
- Trust that the work can get done well.
- Be intentional in supporting the team's work.
- Have fun and celebrate our work! Lift and celebrate each other!

- ❖ Address and resolve any relationship norm concerns privately with the team member.