



Ground rules

It's up to a group to decide whether they want to introduce ground rules, and if they do, which rules are to be included. Here are some areas you might want to consider.

The meeting will begin and end on time.

Participants will:

- listen carefully to the current speaker
- prepare for the meeting
- keep points relevant and concise
- not use hostile or inappropriate language, or body language
- be polite and courteous
- show respect to other members of the group and their ideas
- work on the goals and objectives of the group
- not talk or hold side conversations whilst others are speaking
- turn off mobile phones during the meeting

You could also consider making sure that participants are able to answer these three questions before attending a meeting.

Do you know the purpose of the meeting?

Have you looked at the agenda?

Do you know your role?