

EXAMPLE: TEAM GROUND RULES

1. Help us stay on schedule; use the one-to-five decision tool to keep us moving without limiting time on important matters.
2. Participate actively.
3. Listen to each other. Provide timely recognition and constructive feedback to each other.
4. Avoid speeches when making your points.
5. Make your thinking visible.
6. Provide clear, honest, and candid comments and opinions during discussions and decisions.
7. Visibly support *team* decisions through words and actions.
8. Be on time.
9. Plan to stay until the end—it will end on time.
10. Follow good meeting etiquette—no cell phones, etc.
11. Do not take team business outside of the team without permission.
12. Address issues/concerns you have with a team member's behavior directly with that team member.
13. We will all participate in *one conversation*; there will be no side conversations.