

TEAM MEETINGS

For team meetings to further the objectives of the team, they must be productive.

Attendance at team meetings should be mandatory. On the rare occasions when someone must miss a regularly scheduled team meeting, that person should notify all team members in advance, informing others of their progress and pending action items.

Agreeing in advance on acceptable rules of conduct for team meetings promotes meetings that maintain focus, promote respect and order during team meetings and establish processes for resolving conflict. Suggestions include, but are not limited to:

- Mandatory attendance at scheduled team meetings
- Stick to the agenda. When the items on the agenda are dealt with, other non-agenda items may be added if time allows and the team agrees to discuss additional topics
- Remain focused on the task at hand
- Begin and end the meeting on time
- Come prepared
- Use an analytic, facts-based approach to problem solving whenever possible
- Manage meeting time wisely
- Brainstorm when fresh ideas are in short supply or complex problems present challenges
- Allow for the expression of every person's ideas and give all ideas a serious hearing
- Listen carefully to each other and be courteous
- Accommodate disagreements and criticisms without hostility
- Refrain from all personal attacks
- Demonstrate flexibility
- Make meetings enjoyable; employ humour and respect
- Resolve conflict through compromise and consensus

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