

# MEETING GROUND RULES

Help us build a foundation of trust and creativity, starting with how we handle ourselves at meetings.

Everyone's time is important. Help us stay on track and on schedule!



**COMPLETE** requested tasks before the meeting;  
**CALL** ahead with any technical issues;  
**ARRIVE** on time and stay for the full meeting;  
**RESPECT** speaking time of others.

Ideas will fly but disrespect should not. Let's keep it neutral and kind.



**SPEAK** clearly without raising your voice;  
**DISAGREE** with ideas, not people;  
**SHARE** evenly – allow others time to speak;  
**LISTEN** actively – don't just listen to respond;  
**ABANDON** preconceived opinions and be open.

Solidifying trust means ensuring certain boundaries are never broken.



**MAINTAIN** confidentiality;  
**SECURE** personal information about others;  
**ENGAGE** in supportive dialogue;  
**MONITOR** your language.

Disruptions can derail meeting productivity and thought processes.



**SILENCE** your phone to prevent interruptions;  
**AVOID** tapping pens or making unnecessary noise;  
**LIMIT** food smells/sounds by eating before, if possible.  
**POSTPONE** side conversations for after the meeting.

## FIDUCIARY DUTIES

Duty of  
Care

Duty of  
Loyalty

Duty of  
Obedience

Confidentiality

Conflict of  
Interest