Information Services Meeting Norms
Spring 2000

- Participate
- Keep an open mind
- Consider all points of view
- Respect all experiences
- No talking while anyone else is talking
- Active listening (reflect, then respond)
- Cancel meeting if there is nothing of substance
- Summarize information / be concise / be brief / keep ideas relevant
- Be on time / respect time limits
- Recognize all who wish to speak
- Attend all meetings
- Let the person who is talking finish before interjecting