DISCUSSION GUIDELINES

1. Silence/vibrate all beepers; make and take all cell phone calls out of the room.

2. No side conversations: they are distracting to others and disrespectful to speaker.

3. Acknowledge differing views - discuss the issue not the people.

4. Be concise: need to assure balance of participation.

5. Listen with an open mind; keep the tone positive.

6. Ask questions, verify assumptions and share openly.

7. If you state a problem, try to give a potential solution.

8. Explain reasons behind statements.

9. Agree on meaning of important words.

10. Disagree respectfully but openly, not in private.

11. Seek understanding; we do not have to fully agree.

12. Recognize that we all have something to learn and to share.

13. Contribute to group’s conformance to the guidelines and the agenda.

14. HAVE FUN!!!