

Using Meeting Norms

Directions: Review the sample of group norms. Then reflect on the problem scenario and answer the question below.

A Sample

We will each...

- Be honest and share what we think and feel.
- Participate in the conversation. It is our responsibility to get our voices in the room.
- Focus on the task.
- Think creatively and comprehensively.
- Treat one another as equals.
- Get our work done here and between meetings.
- Listen when others speak – not prepare our remarks.
- Be here and be on time.
- Bring humor to the table.

Scenario

We have meeting norms about coming to the meeting prepared. As a team leader, I have reinforced these expectations. Yet, I have several teachers who consistently show up late without any preparation on student data. Help! What do I do?

Question

As a leader of a grade level team, how would you apply group norms to the problem described?