

Tips for a Productive Meeting

1. Begin and end on time
 2. Stay on subject and follow the agenda
 3. Speak only after the last speaker has finished (Use tent cards to signal your desire to speak)
 4. Listen to understand, not to contradict
 5. Speak clearly and concisely. Define acronyms
 6. Check your understanding by asking questions. –clearly, to the point and with respect
 7. Engage in constructive, honest debate
 8. Agree that silence is agreement
 9. Attack problems, not people
 10. Cell phones and personal computers are distractions from the work at hand; stay focused on presenters and discussions.
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