

# Establishing Meeting Norms

Adapted from the Student Agency in Assessment & Learning Program

In the interest of respecting your and your fellow teachers' time, we suggest that your group establish meeting norms for your PD meetings. These should be as simple as possible in order to ensure that your group has an effective strategy to:

1. Keep discussions within the allotted time
2. Keep them on point
3. Ensure that insights from *all* group members become part of the conversation.

We suggest that you begin by selecting one strategy from each box below, and then refine this protocol over the following weeks to fit the needs of your group. If you have existing meeting norms at your school, you can use those. An important purpose of naming these norms as you begin the meeting is to remind any group member that they can (and should) call for the use of a strategy during a meeting when they notice it is needed. This will build team capacity for productive meetings.

Meeting Strategies		
TIME KEEPING	STAYING ON TOPIC	EQUITABLE PARTICIPATION
<p>Start the meeting with agreement on what each individual wants to accomplish during the meeting. Identify topics that won't be covered in advance, and note a strategy on how they can be addressed in future.</p> <p>Agree when a topic is complete and when the group is ready to move on.</p> <p>Select a timekeeper for each activity</p> <p>At the end of each meeting, assess how group members felt about the time for each task in the agenda.</p>	<p>Discuss only one topic at a time.</p> <p>Use strategies to identify what more can be done about a topic after the meeting is finished or at the next meeting. For example, list ideas for future discussions on post-it notes and assign a person to bring those to the next meeting.</p> <p>Identify and name when the group appears to be speaking about multiple topics at one time.</p> <p>At the end of each meeting, assess the degree to which group members felt that the meeting stayed on topic.</p>	<p>Allow think time before speaking.</p> <p>Use the "only speak twice if everyone else has already spoken" rule.</p> <p>Appoint a "discussion facilitator."</p> <p>Engage in inquiry by asking questions and extending ideas of group members.</p> <p>At the end of each meeting, assess the degree to which group members felt listened to and the degree to which they felt they listened to others during the meeting.</p>