

# Team Meeting Expectations

## Meeting Expectations of my attendees when I am facilitating

- Respond to Outlook invitation (accept, tentative, or decline)
  - If declined invitation, they should propose a new day/time
- Come **prepared** with relevant information or discussion topics
  - as directed in the agenda in your invitation
- Be **present** (not be on their phone or distracted in other ways)
- **Show up** when you have said you would attend
  - or let me know if they have to miss it at the last minute
- Get to the meeting **on time**
- Engage with the topics I have prepared
- Pay attention and **actively listen**
- Be **respectful** of me and other attendees as well of everyone's time

## Meeting Expectations of my facilitators when I am attending

- Share an **agenda** in meeting invitation so I know what to expect/prepare
- Tell me **action items** I need to complete before attending the meeting
- Be **prepared** and organize the flow of the meeting to keep from time wasting
- Be **on time**
  - be early for Zoom meetings to give enough time to join
- Stay **on topic** and direct conversation back to the tasks at hand
- Invite relevant **Subject Matter Experts** and Stakeholders
- Start with some **background** of the meeting subject
- Share the **goal** they set for the meeting
- Schedule **enough time** to meet the goal they set
- Allow open **discussion**
- Ask for **feedback** on meeting process or content
- Set **expectations** for me and peers as attendees
- Be **respectful** of all attendees and everyone's time

