Pre-K Team Meeting Norms

We recommend that your team agree on a set of norms for your meetings. Limit the norms to 3 or 4 that you can easily remember. Here are some norms you might consider:

- Honor the time schedule
- Be prepared, present and participate with an inquiring frame of mind.
- Have honest and open discussions.
- Support opinions with evidence.
- What is discussed here stays here (unless it’s written in the team meeting notes.)
- Cell phones set aside on silent or on vibrate mode.
- Let data drive planning.
- Presume welcome and extend welcome
- Be open to learning from one another
- Speak for yourself
- One person talks at a time
- Ask questions; others may be wondering too
- Listen to and show respect for the opinions of others
- Ensure that credit is given to those to whom it is due
- Hold side conversations during breaks or after the meeting
- Practice transparency-avoid hidden agendas
- Be genuine with each other about ideas, challenges, and feelings
- Listen first to understand
- Practice being open-minded