

Team meeting ground rules

Include your practice name

Ground rule	Reason	Meaning
Start on time, end on time.	Show team members that their time is valued.	Come to the meeting on time and ready to work. End on time so that team members can get back to their work.
Be present.	Show your teammates you care about what they say and want to hear them.	Leave devices behind. Don't check your phone or laptop during the meeting unless doing so adds to the topic at hand or is required.
Stay on topic.	Maintain efficiency during your dedicated meeting time.	If the discussion wanders, the chair or other member can say, "Let's take that offline," or "That sounds like an issue to put in the 'parking lot' to talk about at another meeting." If the discussion strays, there may not be time at the end of the meeting for all of the items on the agenda.
Focus on the issue, not the individual.	Keep team meetings productive and solution-focused.	The goal is to work together to improve the work, not to blame or incriminate individual people. If a person is responsible for a process not working, let practice leadership address personally with him or her.
Step up or step back.	If you're reserved, make sure you contribute. If you are an avid communicator, give your peers the opportunity to contribute.	Speak up if you've been quiet in the meeting; step back and let others speak if you've been speaking often. During their turn as meeting chair, team members may need some practice in drawing out quiet members. To encourage participation you may say, "We haven't heard from everyone—Samuel, what do you think?" Communicating will get easier with time and as trust grows.
Give thanks.	Appreciate your teammates.	Thank each other for contributing during the meeting and afterward.

Modify or add more ground rules as needed for your practice's team meetings.

Source: AMA. Practice transformation series: team meetings. 2015.