

<<< insert clinic/team name>>>

BOOST Team Meeting: Ground Rules

- Be punctual
- No side conversations
- Keep discussion succinct
- Stick to agenda
- If you oppose you must propose
- Assign action items only to people present
- Respect for each other no matter how contentious the topic
- Constructive behaviour
- Process check *“Is this what we want to discuss right now? Should we take this offline?”*
- Final agreement for decisions will be by voting
- Avoid cancelling meetings, those can attend can still meet for a short meeting
- Have fun 😊