GENERAL RULES OF RESPECT

1. Be respectful of others' time by not scheduling something else.
2. Open to views/perspective of all team members.
3. No talking about someone who is not present.
4. Be respectful when discussing consumers.
5. When presenting problems, be open to solutions.
6. No personal attacks.
7. When presenting feedback, be prepared to offer suggestions.
8. No negative attitude/comments/nonverbal actions.
9. Personal calls/texting on work time should be the exception or on breaks/lunch.

VR MEETING EXPECTATIONS

1. Have a stated purpose and an agenda when appropriate (Staff should take it upon themselves to find out what happened at the meeting.)
2. Someone in charge enforcing the meeting and moving it along. Rotate facilitator.
3. Start and end times — adhere to them.
4. Everyone has an opportunity to participate.
5. Stay engaged (cells/laptops, doing things not work related/not agenda related things). What happens at the meeting stays at the meeting. Say what you have to say in the meeting or don't say it at all.
6. Personal calls/texting on work time should be the exception or on breaks/lunch.