

Team Ground Rules

Mi Via Advisory Committee

October 16, 2012

Attitudes:

We will be as open as possible but will honor the right of privacy. Share the story – not the person.

Personal information discussed in our group will remain confidential. If an individual requests that information shared in the group be kept confidential, that request will be respected by all committee members and state support staff.

We will respect differences. We won't discount others' ideas.

Practice self-respect and mutual respect.

No finger pointing -- address the process not the individual.

Watch for "trigger words -- language IS important. Use People First Language; don't use acronyms if you must use them then explain them.

One person speaks at a time so all can hear, especially those on the phone. People on the phone will verbally indicate that their hands are raised.

Process:

Have fun! Yes, you may be having a very serious discussion but life is too short to get hung up on it. Ideally everyone should leave the meeting feeling better for it and that their involvement was critical to its success.

Members will make every effort to stay the entire meeting.

We will keep our focus on our goals, avoiding sidetracking, personality conflicts and hidden agendas. We will acknowledge problems and deal with them.

Communicate, communicate, communicate - before, during and after the meeting - to make sure that action items are properly documented, resolved, and assigned to a responsible individual and given a due date.

Minutes are to be distributed at least one week in advance of the next meeting.

The meeting Facilitator will serve as timekeeper or appoint a timekeeper

Identify who is responsible to complete action items.

Put timelines on actions, but be flexible.