**WPG MEETING ETIQUETTE**

**June 10, 2010**

1. Begin on time and end on time. Everyone in attendance is responsible for arriving on time and keeping things moving so that the meeting ends on time. Plan on attending for the full duration of time the meeting is scheduled for. If you are scheduled to attend a meeting, and you encounter a scheduling conflict, let the meeting organizer know as far in advance as possible that you will not be in attendance, be arriving late, or will have to leave early.
2. Come prepared with pen, paper, agenda and other relevant documents.
3. Follow the agenda. Create an agenda, distribute it to all participants (preferably ahead of time) and stick to the agenda. Make sure the agenda expresses what the desired outcome of the meeting is.
4. Silence cell phones. Do not read or transmit non-essential text or e-mail. If possible notify meeting facilitator before meeting if you need to be interrupted by a phone call, e-mail, or text. Do not bring computers if they are not needed.
5. Speak one person at a time and listen when others are talking. Do not dominate the conversation, interrupt, participate in side conversations (pass notes) or make unnecessary comments.
6. Stay on task and on the topic being discussed. Don’t bring up other, non related issues or get off purpose. If another issue becomes evident, make note of it, table that discussion and schedule a different meeting for it later.
7. Pay attention and try to keep up with the discussion and decisions that are taking place in the meeting.
8. Hold questions and comments until the appropriate or specified time.
9. Meeting facilitator is responsible for keeping the meeting moving; and for making sure discussion points, decisions, and action items from meeting are documented and distributed to attendees and any other appropriate personnel.
10. Use discretion in discussing meeting issues with people that were not in the meeting.
11. Make sure you follow-up on action items assigned to you. The meeting facilitator should review the status of action items if there are subsequent meetings on the same topic.

MEETING SCHEDULING CONSIDERATIONS (added 6/28/18)

1. Avoid scheduling meetings at 8am or at 1pm or to start during a scheduled break period.
2. Schedule meetings through the receptionist if possible. If scheduling a meeting please take into consideration and avoid any conflicts shown for desired attendees. (This is dependent on everyone keeping their Outlook calendar up to date on any meetings, appointments, or absences they have scheduled.)
3. Avoid scheduling meeting the same day if people need time to familiarize themselves with the issues.
4. Avoid scheduling a person into more than three sit down meetings in a day.