



5 MINUTE SELF-REFLECTION: SETTING OUR TEAM MEETING GROUND RULES

Reflection Questions:

What makes a meeting feel productive and worthwhile to you? Think about what helps you stay focused, engaged, and leave with clarity.

What behaviors or habits make meetings frustrating or unhelpful? Consider things that waste time, limit voices, or cause confusion.

How do you personally contribute best in meetings? Do you prefer speaking up, adding ideas in chat, reflecting first, etc.?

What helps you feel heard and respected in a discussion? Think about tone, turn-taking, facilitation style, or follow-up actions.

What one ground rule would make our team's meetings better right away? This can be something we start, stop, or continue doing.
