



Some Community Agreements

Setting a few ground rules will help a small (or larger) group discussion run more smoothly.
Examples:

- ✓ Everyone will have equal time to talk. The rule of step forward and stand back. I.e., if you are somewhat shy, make an effort to speak; if you tend to talk a lot, step back and let others voice their ideas. Share the air- time.
- ✓ One person speaks at a time. Avoid side conversations unless it involves translation.
- ✓ Everyone's opinions and ideas count.
- ✓ Everyone is responsible for making the conversation productive.
- ✓ Speak up if you need anything.
- ✓ Speak slowly so the notetaker can capture your ideas.
- ✓ Please turn off or mute your cell phone.
- ✓ We will respect the time commitment.

Do these ground rules seem helpful? Are there others you want to add?