

Example: Group Norms for Equity Team Meeting

Teams do not need a lot of established norms to work well together, but having agreed-upon expectations that the team applies consistently can significantly improve how your team solves problems and makes decisions. While the equity lead and meeting facilitator may sketch out initial plans for the work, the team may choose to develop these agreed-upon norms together. Below are examples of norms that might be created through team dialogue and discussion.

- **Be present and prepared.**
 - Arrive on time to the meeting and when returning from breaks.
 - Be present and attentive to the business of the meeting.
 - Be prepared to contribute to the conversations to achieve the meeting goals.
- **Contribute to the goals of the meeting.**
 - State your views and ask genuine questions.
 - Seek to understand everyone's perspectives and be curious about the differences in their views.
 - Respect the teams' time and keep comments concise and to the point.
- **Focus on shared interests and the problem, not positions.**
 - Respectfully challenge an idea, not the person.
 - Move from arguing about solutions to solving a problem by identifying needs.
 - Disagree, respectfully and openly, and without being disagreeable.
 - Discuss the critical but often undiscussed issues that are hindering the progress of the team.
 - Converse honestly and constructively.
- **Explain your thinking.**
 - Share all relevant information.
 - Use specific examples and, as a team, seek to agree on what important words mean.
 - Avoid using idioms, acronyms, and phrases that others can misunderstand.
 - Test your assumptions and inferences by asking questions and seeking clarity.
- **Listen with an open mind.**
 - Seek to hear input from all participants, and be patient when listening.
 - Value learning from the other voices in the discussion.
 - Stay open to new ways of thinking or of doing.