## **TECHNICAL WORK GROUP**

## Ground Rules for Meetings

- 1. Arrive on time
- 2. Commit to full participation
- 3. Do homework before class begins
- 4. Keep your representatives informed
- 5. Take private meetings outside
- 6. Wait to be recognized
- 7. Show respect for others
- 8. Be concise
- 9. Stick to the topic
- 10. Save new business for the appointed time
- 11. Help keep the meeting on schedule