Team Norm Examples

* Adhere to meeting and agenda times
* Actively participate and contribute
* Listen to understand
* Share discussion space
* Handle problems quickly
* Use electronics respectively
* Have courageous conversations
* Show respect for one another
* Enter discussions with an open mind
* Maintain confidentiality
* Voice opinions during the meeting, not after
* Make decisions by consensus
* Celebrate efforts as well as results
* Listen fully to understand
* Only one person speaks at a time
* Actions are completed by those responsible by the due date
* Cultivate a safe space to speak from the heart
* Respond with empathy
* Be open to feedback
* Be courteous and positive
* Handle problems while they are still small
* Be open to new ideas

**References**

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