

# **GUIDELINES FOR DISCUSSION**

- 1. Be concise, help recorders with key words.**
- 2. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 3. Try to avoid repetition to save time.**
- 4. If you state a problem/give a potential solution.**
- 5. Explain reasons behind statement.**
- 6. Disagree respectfully but openly, not in private.**
- 7. No side conversations, they are distracting to others and disrespectful to speaker.**
- 8. Keep tone positive.**