

THE EFFECTIVE MEETING PLEDGE

- We will meet **face-to-face** as much as possible
- A **timed agenda** must be available ahead of the meeting
- Items will be on the agenda only if they are **relevant** to most participants
- The agenda must be followed **on schedule**
- I will **not monopolize** the meeting and not let anyone else do that
- I am required to **participate**, otherwise I don't need to be in the meeting
- I will make sure others don't remain silent during the meeting, because their input may be important
- **Decisions** will be made during the meeting
- Meeting **minutes** will be taken and will include decisions and open items for future discussion
- Decisions will not be overturned unilaterally after the meeting
- **Action** will be taken based on decisions made during the meeting
- Action items will be **tracked** for timely completion