EGOLESS MEETINGS

Our meeting rules

HIGH PERFORMING TEAMS

Agree what each rule means for your meetings, then try them all in your next one. Afterwards, mark how well you kept each rule. Based on the work of Ken Thompson.

	Rule	In our meetings, this means	Kept	Partly	Not yet
TRUSTFUL COLLABORATION					
1	**Start from trust** Do not make people earn it first		○	○	○
2	**Build or counter-propose** Do not just criticise an idea		○	○	○
3	**Others' needs first** Understand theirs before yours		○	○	○
4	**If in doubt, share it** Reveal rather than conceal		○	○	○
DISCIPLINED DISCUSSION					
5	**Say it once** No repeating what has been said		○	○	○
6	**Discuss only when you must** Ask the questions below first		○	○	○
7	**Use smaller groups** Not everything needs everyone		○	○	○

Before a long discussion, ask: is the aim clear? Are we in the right frame of mind? Are we on the same topic? Can we decide without discussing it? Have we discussed it before? Would it be worth the whole meeting? Are these the fewest people who need to be here? If any answer is no, handle it another way.

Trial meeting: _____ **We review this on:** _____

WORKED EXAMPLE

An example agreement

HIGH PERFORMING TEAMS

A nine-person sales team whose weekly meeting kept overrunning, with the same few voices doing most of the talking. Use it to see how a team fills it in, not as a script.

	Rule	In our meetings, this means	Kept	Partly	Not yet
TRUSTFUL COLLABORATION					
1	**Start from trust** Do not make people earn it first	We assume good intent. If something seems off, we ask before we judge.	●	○	○
2	**Build or counter-propose** Do not just criticise an idea	We say ‘yes, and’ or ‘what if instead’. Never ‘that won’t work’ on its own.	○	●	○
3	**Others’ needs first** Understand theirs before yours	Each agenda item starts with its owner saying what they need from the meeting.	●	○	○
4	**If in doubt, share it** Reveal rather than conceal	Bad news and the real numbers come out early. No surprises at month end.	●	○	○
DISCIPLINED DISCUSSION					
5	**Say it once** No repeating what has been said	If your point has been made, say ‘agree with Sam’ and move on.	○	●	○
6	**Discuss only when you must** Ask the questions below first	Before any long debate the chair asks the questions below. If not, it goes to a smaller group.	●	○	○
7	**Use smaller groups** Not everything needs everyone	Ideas start with five minutes of everyone writing on their own, then pairs.	●	○	○

Before a long discussion, ask: is the aim clear? Are we in the right frame of mind? Are we on the same topic? Can we decide without discussing it? Have we discussed it before? Would it be worth the whole meeting? Are these the fewest people who need to be here? If any answer is no, handle it another way.

Trial meeting: next Monday’s team meeting

We review this on: the Monday after