

# Communication Ground Rules



Communication ground rules establish norms for behavior and interactions that team members agree to use to conduct meetings, manage discussions, and share ideas with each other.

## How should we make decisions as an ATP?

*Example: Give everyone an opportunity to share his or her ideas.*

- 1.
- 2.
- 3.
- 4.
- 5.

## How should team members communicate with each other between meetings?

*Example: E-mail the agenda to all members before each meeting.*

- 1.
- 2.
- 3.
- 4.
- 5.

**Put a \* next to the two rules you think are most important for discussing ideas and for making decisions at ATP meetings.**

**Put a # next to the two rules you think are most important for communicating between meetings.**

**We will discuss the top choices and compile a final list of rules for communication that all team members agree are most important for the ATP to follow.**