

Stay on topic

Never go to a meeting if you don't know why you're supposed to be there

Spend a little time in chit-chat

Take turns talking

Don't say things that will undermine or antagonize other people

Make everyone contribute

Have an agenda and stick to it

Keep it short and focused

Listen

Never go to a meeting without an agenda

Schedule breaks to check emails and phones

Take action items for meeting follow-up

Share the credit

Meeting Rules

Never go to a meeting unprepared