*Examples of working commitments/meeting norms used in Everett:*

**Meeting Norms for Peer Coaching Meetings 2014-16**

* + - Assume best/positive intentions
		- Listen attentively/respectfully
		- Stay on agenda and contribute
		- Balance group participation
		- Take risks
		- Be supportive
		- Start on time and end on time

**Working Commitments**

|  |  |
| --- | --- |
|  | *While we are working together, we agree to:** **Be positive.**
	+ Assume positive intentions
	+ Listen attentively and respectfully
	+ Be open-minded and seek understanding
	+ Respect different perspectives and include everyone’s voice
	+ Make our thinking clear to one another
* **Be present.**
	+ Participate fully: stay on task and focused
	+ Limit side activities (i.e., phone, texting, side conversations)
	+ Silence cell phones
* **Be punctual.**
* Start and end on time.
 |

*From literacy and humanities teams 2013-15*

