*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*

