

P&O Meeting Norms - for approval 1/09/24

- Review materials prior to the meeting
- Adhere to time allocations as set on the agenda
- Agenda items are identified as discussion, information or action items
- Stay on topic and stick to the agenda
- Conversation will be limited to raised hands which will be called in order for all to have a chance to participate in discussion
- Chat will be directed to the meeting managers only to clarify questions, discussion should be among the entire group
- Stay engaged in the discussion