

Meeting guidelines (1)

Please:

- Get involved as much, or as little as you like
- Give people time and a turn to talk
- Use easy words (no abbreviations or acronyms)
- Stay on topic
- Listen to each other and don't talk when someone else is speaking

Meeting guidelines (2)

- Every opinion matters
- Challenge opinions not the person (be constructive)
- Respect the confidentiality of what is shared (unless a safeguarding issue)
- Look after yourself and be kind to others
- Switch mobile phones off or to vibrate (if you have to take a call please do so outside).