

APPENDIX B
PURDUE POLYTECHNIC RESEARCH IMPACT AREAS
MEETING GROUND RULES

Meeting Ground Rules: for everyone

- Prepare well for the meeting: read all documents distributed before the meeting.
 - If you would like a topic discussed that is not on the agenda, discuss with the Chairperson prior to the meeting.
 - If the agenda timing does not work with your schedule, request moving items when you can attend or share ideas with a proxy who can adequately represent your thoughts.
- Be on time.
 - Meeting leader will ensure we start and end on time.
 - Topics that participants missed will be summarized in meeting minutes.
- Keep the meeting focused on the agenda and discussion on the topic
 - Any conversations that do not require participation of the whole group will be requested to continue outside of the group meeting
(I'm specifically thinking about off-topic issues. Here's a good suggestion for dealing with those: "Bob, I don't see how your comment about vendor discounts is related to when we should launch the new product. Can you help me understand the connection, or, if it's not related, can we talk after the meeting to figure out when we should address your topic?")
 - Once a topic has been addressed, the conversation will move on.
- Listen to all contributions
 - No interrupting others even if you strongly disagree with their comments
 - Limit side conversations
- Personal criticism is not permitted
- Everyone will help each other use the Meeting Ground Rules

Meeting Function Rules: for everyone

- Clearly define the chairperson and speakers for each meeting.
- Determine who will keep minutes and how/when minutes will be distributed
- If you have concerns about the meeting, discuss with the Chairperson or Research Office staff before or after the meeting.
- Dealing with conflict:
 - If the ground rules are not followed: we will all help each other return to them.
 - Determine the immediate cause of the conflict:
 - Discuss the issue by depersonalizing, questioning/clarifying, removing/reducing the perceived threat,³
 - Ask one person to share their view, then ask same person to share their understanding of the other view. Request the same of others with different views.

- Ask what people can agree on, and what people would like the end result of the discussion to be.⁴
- Take things off-line: If the conflict cannot be fully addressed during the meeting, acknowledge the conflict and arrange a specific meeting to deal with it in the future.

General Meeting Rules: for chairperson

- Ensure participants are aware of the purpose of the meeting. Determine the agenda before the meeting and distribute to participants prior to meeting. Each topic should have a speaker designated and time allotted. Meeting goal should be clear.
- Determine who needs to attend the meeting.
- Enforce the meeting rules
 - Timing: Start the meeting on time, End the meeting on time
- Encourage everyone's participation during the meeting. Following the meeting, encourage feedback from all members on the effectiveness of the meeting
- Be a leader, show interest in other people's contribution and appreciation for their contribution.
- Summarize decisions made, action items designated to people and deadlines, and/or progress made at the end of each discussion.
- Confirm the date and time of the next meeting.

REFERENCES

¹Kram, K., Isabella, L. "Mentoring Alternatives: The Roles of Peer Relationships in Career Development". The Academy of Management Journal (1985) 28(1):110-132.

²Janasz, S., Sullivan, S. "Multiple Mentoring in Academe: Developing the Professorial Network". Journal of Vocational Behavior (2004) 64:263-283.

³Parker, P., Hall, D., Kram, K., Wasserman, I. "Peer Coaching at Work: Principles and Practices". 2018. Stanford University Press, Stanford, CA.

⁴Byington, T. (2010) "Keys to Successful Mentoring Relationships". Journal of Extension (2010) 48(6).

3 Meeting Rules Drawn from:

<http://www.whatmakesagoodleader.com/meeting-etiquette.html>

<https://bizfluent.com/way-5286910-business-meeting-etiquette.html>

<https://hbr.org/2016/06/8-ground-rules-for-great-meetings>

³ https://www.mindtools.com/pages/article/newTMM_65.htm

⁴ <https://www.entrepreneur.com/article/247275>