



**Department of Mechanical Engineering
ME EN 3910 - Design Methodology**

Norm Issues for Team Meetings

TABLE 1 Norm issues for team meetings

Decisions	How should decisions be made? Must everyone agree to consensus? Does anyone have the veto power?
Attendance	What are legitimate reasons for missing meetings? How should the team encourage regular attendance?
Assignments	When assignments are made, what should be done when the team members do not complete them or when they complete them poorly?
Participation	What should be done to encourage everyone to participate?
Meeting times	When do meetings occur? How often should the team meet? How long is a team meeting?
Agendas and minutes	Who is responsible for these activities? What other roles should be set up?
Promptness	What should be done to encourage promptness?
Conversational courtesies	How can the team encourage members to listen attentively and respectfully to others? Does the team need rules to limit interruptions or to prevent personal criticism?
Enforcement	How should the team enforce its rules?

Source: Adapted from Scholtes (1988)