

Figure 1.1: Discussion Tool for Establishing Norms

Before-Meeting Action	Spend ten minutes reflecting on the following prompts.
During-Meeting Actions	Each partner will have two minutes to share their reflections with the team. After each partner has shared, create a list of three to five norms.
When I am listening, I need . . .	
When I am looking at data, I need . . .	
When I am planning, I need . . .	
When I am reflecting, I need . . .	
I will consider the meeting successful when . . .	
I will consider the meeting unsuccessful when . . .	
One norm I would like us to adhere to is . . .	
Our Norms:	