

Quarterly Stepback Meeting Norms

This resource provides sample meeting norms. Setting norms are essential for discussing data and productive meetings.

- Assume positive intentions.
- Take responsibility for yourself as a learner and contributor.
- Actively listen to each other's ideas and opinions.
- Ask questions to clarify and understand.
- Strive for equity of voice. ([UnboundEd](#), 2019)
- Identify and reframe deficit thinking and speaking. ([UnboundEd](#), 2019)
- Use multiple points of data and evidence to make informed decisions.