



TTS-E Meeting Guideline Ver 1.0

1. **Recognizing others schedule:** Look at people's schedule before sending invitations and avoid overlaps.
2. **Be on Time:** Arrive promptly and be ready to start the meeting at the scheduled time.
3. **Come Prepared:** Review the agenda and any materials beforehand. Be ready to discuss the topics at hand.
4. **Stay Focused:** Stick to the agenda and avoid going off-topic. If some topics cannot be addressed, place them on parking lot as meeting minutes
5. **Participate Actively:** Engage in the discussion, share your ideas, and listen to others. Avoid side conversations.
6. **Respect Others:** Allow everyone to speak without interruption. Value different perspectives and opinions.
7. **Keep It Professional:** Maintain a respectful and professional tone throughout the meeting.
8. **Use Technology Wisely:** Mute your microphone when not speaking to avoid background noise. Use video, if possible, to enhance communication.
9. **Set Clear Objectives:** Define the purpose and goals of the meeting in advance. (See Meeting guidelines on the meeting invite)
10. **Limit Attendees:** Invite only those who are necessary for the discussion to keep the meeting focused. Need to know principle.
11. **Time Management:** Respect agenda and timeline and end on time.
12. **Record Outcomes (Scribe):** Document decisions, action items, and key points discussed. Share the meeting minutes with all participants.
13. **Follow Up:** Ensure that action items are clearly defined and assign due dates. Follow up on tasks and decisions made during the meeting.