**MEETING GUIDELINES**

Calendar will be booked for every meeting

Topics and questionnaire are provided by organizer to attendees

Questionnaire of organizer are approved by his/her RM

No scolding only teaching till 3 months

Meeting duration are not longer than 20 or 50 minutes.

Standup meeting done

10 minutes for quick question & Answer.

Last 5 minutes for next meeting agenda.

Limited individual talk

Whoever comes in late for a meeting has to sing and if the meeting runs over the allotted time, the last person talking has to do 10 pushups.