

1. Everyone should be ready to work on the task when the meeting is scheduled to start.
2. There should be room for small talk when the meeting starts, to set a nice and friendly tone.
3. People should not be busy on their phones or laptops during our meetings.
4. We should have the opportunity to make or answer phone calls or write emails during meetings if needed.
5. People should not chit-chat about irrelevant things when we meet.
6. There must be (long) enough breaks during meetings.
7. There should not be too many or too long breaks during our meetings.
8. There should be an agenda for every meeting that should be agreed upon before we meet.
9. The agenda should form as we go.
10. We should all lead the meetings together.
11. One person should take the lead in our meetings.
12. People should never be late for meetings.
13. People should show understanding when someone is late for a meeting.
14. Meetings should not exceed the scheduled time.
15. People should look at each other, smile and say hello when they meet!
16. People should be allowed to have a bad day and not be so happy all the time!

17. People should not go silent and “zone out” during meetings!
18. People should be allowed to sit back and think in silence during meetings.
19. The group task should be prioritized above everything else when an important deadline is approaching.
20. The work must be planned such that a healthy work-life balance can be maintained throughout the groupwork period.
21. Everyone should be available on their phones at all times.
22. It’s important to be allowed to log off and not think about the group work outside the planned group sessions.
23. Plans are there to be followed.
24. Plans must always be open to adjustments as we go.
25. Everyone must have an equal amount of work hours in the group task.
26. We are all different regarding work capacity and how fast we work, and that’s perfectly fine!
27. When someone comes up with an idea, we should be supportive and positive, regardless of the quality of the idea.
28. If someone brings up a bad idea, there must be space for us to be honest and say: “that’s such a shitty idea!”

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