**Meeting Etiquette Guidelines**

1. **Be on time**: Make sure to arrive at the meeting on time. Being late can disrupt the flow of the meeting and show a lack of respect for others' time.
2. **Be prepared**: Review the agenda and any relevant materials ahead of time. This will help you contribute to the meeting effectively and show that you value the meeting.
3. **Listen actively**: Pay attention to what others are saying, and show that you are engaged in the discussion by taking notes and asking relevant questions.
4. **Speak clearly and concisely**: When it is your turn to speak, make sure to articulate your points clearly and concisely. This will help ensure that the meeting stays on track and that your ideas are effectively communicated.
5. **Avoid interrupting**: Allow others to finish speaking before jumping in with your own thoughts. Interrupting can be seen as rude and disruptive to the flow of the meeting.
6. **Be respectful**: Show respect to all attendees, even if you disagree with their opinions. Avoid personal attacks or negative comments.
7. **Stay focused**: Keep the discussion focused on the agenda items and avoid getting sidetracked by irrelevant topics.
8. **Take notes**: Record important points and action items during the meeting. This will help ensure that you remember what was discussed and that you follow up on any tasks assigned to you.
9. **Follow up**: After the meeting, follow up on any action items assigned to you or tasks that you committed to completing. This will show that you take the meeting seriously and that you value your colleagues' time.

Following these guidelines will help ensure that meetings are productive, respectful, and effective.