

# Climate Adaptation

Ymaddasu i Newid  
Hinsawdd



**Co-creating  
Meeting  
Groundrules**

# How to co-create the ground rules of a meeting

Ground rules help set clear expectations for a meeting, ensuring it stays focused, respectful, and efficient. When everyone helps create these rules, participants feel heard and valued, leading to a stronger sense of ownership and accountability. This process also allows the meeting to be tailored to the unique needs and working styles of each participant.

This is a quick guide to help you co-create ground rules for meetings.

## Identify the needs and preferences of participants

When setting ground rules for a meeting, it's important to consider participants' needs and working styles. Start by discussing these needs to ensure everyone can contribute effectively. This might include:

- Different ways of processing information – visual, auditory or hands-on learning. Some participants may need more time to think and process information before responding, while others may thrive in fast-paced discussions.
- Different ways to participate – like written input before the meeting, live discussion or post-meeting feedback.
- Allowing time for reflection and processing (such as pauses or breaks), so all participants can engage at their own pace.
- Using clear and accessible communication methods, like providing agendas in advance and offering materials in multiple formats.

## Share thoughts on what ground rules should be in place

Encourage everyone to share their ideas on the ground rules for the meeting. These rules should help create a respectful and productive environment. Examples include:

- Respectful listening
- One person speaks at a time
- Stay on topic
- Encourage participation
- Maintain confidentiality

## Prioritise and agree on the ground rules

After gathering suggestions for the ground rules of the meeting, work together to prioritise which ground rules are most important for the group's success. Make sure everyone can voice their opinions and agree on the final set of rules.

## Document and display the ground rules

Once the ground rules have been agreed, document them in a visible location where all participants can see them throughout the meeting. This can be done on a whiteboard, flip chart or shared digital document. Keeping the rules visible helps remind participants of the agreed standards.