

Description	N/A	✓	Notes
1. Introduce the participants and their roles, and the meeting's objectives.			
2. State the problems and criteria for agreement (agenda).			
3. Establish the guidelines for solutions.			
4. Ensure all possible solutions are reviewed.			
5. Keep on the subject, periodically restate the meeting's objectives, and continually monitor the time.			
6. Summarize problems and agreements.			
7. Encourage inter-group communications.			
8. Restate objectives and conclusions and obtain agreement.			
9. Resolve problems or conflicts.			
10. Decide on a course of action, i.e., implementation of conclusions or decisions.			