

Pre-Meeting Guidelines:

- 1) Project Team Leaders should notify the President of agenda topics and a predicted amount of time needed during the meeting for their team.
- 2) Project Team Leaders should send out an update email for everyone to read prior to the board meeting. This will help with efficiency (so the board is not waiting for the person to type everything on HipChat).
- 3) The President will send out an agenda prior to the meeting with the breakdown of the meeting. Please read this beforehand, as well as any project updates that were sent out.
- 4) If you have an idea you want to discuss at the meeting, please contact the relevant team/project leader (if related) or let the President know before the meeting so your idea can be added to the agenda.

Board Meeting Guidelines:

- 1) Read and follow the agenda.
- 2) Each project/team will be offered the opportunity to update the board, discuss any items to be voted on, and then open the floor to discuss relevant topics to that project/team.
- 3) To increase efficiency during the meeting, please follow the conversation and comment if related to specific topic. If you have another idea related to that project/team, please wait for the leader to complete their agenda and open the floor.
- 4) If you have an idea unrelated to the team/project that currently has the floor, please hold your idea until the relevant team/project has the floor, or until the end of the meeting.

Board Email Guidelines:

- 1) Email the amphlboard@googlegroups.com with topics and comments relevant to all.
- 2) Email your project group with things that are relevant only to your project group (to avoid spamming all 16 board members). Then it is the project leader's job to summarize everything for the whole board at the next meeting or periodically in between meetings if there is a lot of action and voting that need to take place.