
MEETING GUIDELINES

Purpose

as likely to be working with someone in a different part of the country (or a different part of the world) as you are with someone in a different part of the office. To support this commitment, these are the practices we are committed to in order to ensure our business is conducted in an inclusive manner:

Communications are asynchronous

Processes and tools are designed to include off-campus employees equally

Information and individuals are equally accessible to all

Off-campus options are also available for all in-person meetings

Guideline

As it pertains to meetings specifically, there are some additional norms we follow:

Mondays are meeting-free