

WORKING AGREEMENT

VALUES

Be nice and work hard
Collaborate & share
Be open-minded
Give power to
Respect other's time
Normalize "I don't know yet"
Give credit, take responsibility

Celebrate success
Respect unique work habits
Leave things better than you found them
Facilitate diverse environment
Build consensus
Take calculated risks

COMMUNICATION

All ideas are valid
Amplify diverse viewpoints
Be present
Make time even when you're busy
Ask for help

Acknowledge communications
Be brief - share air time
Provide rigorous & sympathetic criticism
Respect deep work
Listen 1st, Speak 2nd, don't interrupt

PROCESS

Meetings
Come prepared
Set an agenda
Start on time end on time
Take notes, send notes
Identify a facilitator

Project Management
Set realistic deadlines, adjust
Break down projects

Mode of Contact
Slack
E-mail