

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