

# Working Agreement










## EDO Working Group

People from different disciplines to research processes and products, evaluate and recommend guardrails, solve a specific problem, and propose adoption and readiness plans.

## We will ...

- 1 Start with terms of reference
- 2 Keep it SIMPLE !
- 3 Be laser focused
- 4 Be transparent
- 5 Be committed
- 6 Be engaged as core member
- 7 Be silent as observer
- 8 Value continuous learning
- 9 Value collaboration
- 10 Value innovation
- 11 Steward our guardrails
- 12 Optimize all meetings
- 13 Terminate if > lifetime **or solved**
- 14 Terminate if no energy or value

-  Lifetime limited to 1-2 program increments.
-  Weekly 25min collaboration sessions.
-  Innovation charge code.
-  By invitation only. Silent fly-on-the-wall OK.
-  Recognition of attendance.
-  Groomed and actionable backlog.
-  2-Pizza-sized (6±3) **core** team.



### Terms of Reference

- ☐ **WHY** are we here?
- ☐ **WHAT** are our **objectives**?
- ☐ **WHAT** is our lighthouse **hypothesis**?



### Getting Started

- ☐ **Create** Teams collaboration channel
- ☐ **Invite** committed core members
- ☐ **Collaborate** to define terms of reference
- ☐ **Register** with EDO working groups
- ☐ **Schedule** collaboration sessions
- ☐ **Update** EDO SharePoint



### Collaboration

- ☐ **Share** collaboration notes and findings
- ☐ **Create** and **present** working group report
- ☐ **Decide** on next steps when lifetime expires



### Deliverables

- ☐ **Report** – process and product outcomes
- ☐ **Guardrail(s)** – as needed
- ☐ **Collaboration** recordings



### Meetings

- ☐ **Finish** T-5 minutes early
- ☐ **No agenda** or purpose, no meeting
- ☐ **No energy?** Give everyone time back!
- ☐ **No TLA** (three lettered acronyms) or jargon
- ☐ **Take notes** and share them with actions

Inspired  
by  
Elon Musk