






# Working Agreement

## EDO Community of Practice

Share a concern or passion for something they do and learn how to group of people with common disciplines do it better as they interact regularly.

## 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
- 7 Value continuous learning
- 8 Value collaboration
- 9 Value innovation
- 10 Steward our guardrails
- 11 Optimize all meetings
- 12 Rotate hosting baton
- 13 Terminate if no energy or value
- 14 TBD

-  Long-term Lifetime
-  Bi-weekly 55min collaboration sessions.
-  Recognition of attendance.
-  Groomed and actionable backlog.
-  > Larger than 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** community members (everyone)
- ☐ **Collaborate** to define terms of reference
- ☐ **Register** with EDO community of practices
- ☐ **Schedule** collaboration sessions
- ☐ **Update** EDO SharePoint

### Collaboration

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

### Deliverables

- ☐ **Regular update** on terms of reference
- ☐ **Regular updates** on associated events
- ☐ **Collaboration** recordings
- ☐ **Net Performance Score (NPS)** poll

### 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