

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
- 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