

Ground rules

- Everyone participates
- Active questioning and dialogue is encouraged – there are no bad questions
- This is a product oriented workshop – the result will affect you and others – so your active engagement is very important
- We have a lot to cover – so facilitator retains the right to move along
- We have a lot of work to do – so let's start on time

Rules for a Good Meeting

- Respect each other.
- Listen to learn.
- Think about ways things can be done.
- Try to finish speaking in one minute.
- Ask many questions,
- Disagree agreeably.
- Respect the positions of others even when they do not support your own.
- Think twice; respond once.
- Silence means agreement.
- Have some fun.