

## **Ground Rules Or To How Make The Most Of Busy People's Time**

1. Interruptions kept at a minimum...cell phones on vibrate... listen to others
2. All opinions are welcome.
3. If need be, agree to disagree.
4. Everyone offer value and a unique perspective.
5. Meetings will start and finish on time.
6. No jargon or "government" speak.
7. Everyone participates; no one dominates.
8. All ideas are good ideas.
9. Keep an open mind.
10. Respect persons in or out of the room.
11. Focus on the future, not today.
12. Stick to the topic.

We know that the task force will identify ideas and suggestions that need to be discussed at a later time. The Parking Lot (also known as the "Bin" or "Issues") will be used as a place to record ideas, questions, or future agenda items. These items and will be written down and followed up accordingly.

If you have questions and/or comments and time does not permit sharing, please write them down on a sticky note. All questions and comments will be addressed as needed.

**Thank you for your time and input!**