### Rules of Engagement

1. Turn off / silence cell phones and pagers – be present
2. Everyone takes turn contributing
   1. Your job is to contribute and listen appropriately
   2. We will call on you, and may ask you to wrap-up your comments
   3. Limit your interruptions / Be succinct
3. Speak your own truth
4. Be open to unexpected outcomes
5. We’ll take breaks every two hours or so, and one hour after lunch.
6. Stay focused – we are going to move fast!
7. Take notes of action items and ideas to share later.
8. Everyone will get a copy of the documents / files being generated at the end of the day.