**Ground Rules**

- All group members are responsible for mtg success & outcomes
- Please help assure ground rules are observed
- Be present, silence electronics
- Everyone participates, no one dominates
- Think outside the box & welcome new ideas
- Honor time - be succinct & share the air space
- Use common conversational courtesy
- Refrain from interrupting or side conversations
- Listen respectfully & with an open mind, seek to understand & question first
- Assume & extend good will
- Separate people from the problem, be soft on people even if hard on issues
- Avoid jargon & acronyms
- Humor is welcome - though never at someone else's expense
- Be comfortable & take care of your personal needs
- You can leave silent but not unhappy