Rules for Collaboration

- Make sure everyone knows what the goal is.
- Keep discussion on track while allowing all to contribute in discussions.
- Listen to understand each idea with an open mind.
- Ask questions.
- Respect different viewpoints.
- All ideas count, even wild ones.
- Everybody participates.
- Observe established time frames to keep collaboration action oriented instead of "all talk and no action."
- Everyone shares responsibility for following the ground rules.