



Ground Rules

1. Provide meeting agendas to all with enough lead time to prepare if needed
 - For any given topic, set expectations for what is to be done with the information
2. Bring strategists in on early-stage involvement with proposal development
 - Continually update proposal document to avoid confusion and mistakes
3. Ensure 2-way communication and open dialogue on how involved everyone should be and who is doing what for a project.
4. Engage in a conversation about the project to explain the 'why' behind recommendations/options, it isn't just about early inclusion.
5. Practice a growth mindset. Be open to different ways to accomplish the same goal. Ask for input and ideas: leverage the expertise of strategists and other roles/functions.
6. Initiate a timely conversation on analysis and reporting deliverables and enable best teamwork.