
Five decisions, made once, so they do not have to be renegotiated every time something comes up.

Weekly check-in. Who is on it, and when it happens.

Shared notebook access. Who can see it, and who can add to it.

Shared calendar. Appointments visible to everyone who needs to see them, not only to whoever booked them.

Emergency escalation order. Who gets called first, second, and third, decided ahead of time so nobody is improvising in the moment.

Decision rules. Which decisions need everyone's input, and which do not. Gather information from everyone who has some. Keep the deciding narrow.

NOTES