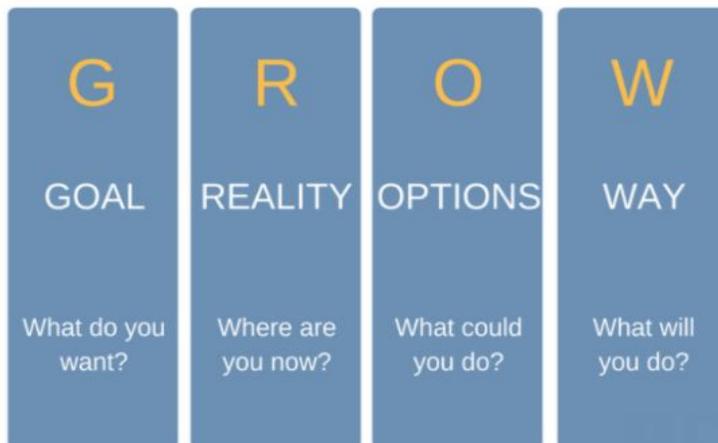


**Topic Title: Working Better With Remote Teams**

**Initiator: V. Lee Henson**

**SUMMARY HIGHLIGHTS:**

- 1) **How do we handle being inundated with meetings?**
  - a) **Keep a calendar day open**
  - b) **Why behind the meeting - Clear agenda**
  - c) **Use of GROW in Meetings**



- 2) **Meeting Time zones - Around the world**
  - a) **Working agreement around hours of overlap**  
<https://www.markkilby.com/articles/pragpub-artices/distributed-team-workspaces-start-with-hours-of-overlap/>
  - b) **Use technology to your favor - Record Meetings**
  - c) <http://www.agiledad.com/comics> - Agile Meetings Playbook
- 3) **How do we handle dissemination of information from our meetings without having other meetings?**
  - a) **What do they need from the team? Do they need the whole team? What is the expected output? Are we focused on outcome? Run a quick experiment to get results / Spike**
- 4) **Team engagement - How do we get people engaged?**
  - a) **Use great tools - <https://www.mural.co/> <https://miro.com/app/>**
  - b) **Chat Storm - Using the Chat tool to leverage communication**

- c) Use techniques to get to know everyone - Middle name? Favorite Ice Cream?
  - d) Agile Culture Days - Learn about team members and their culture
  - e) Difference Makers Activities - Celebration Board!
  - f) Have smaller breakout sessions - Learn about each other in smaller groups - Tie these to a common experience
- 5) Agile Coaches are Like Doctors:



Have the right conversations.

- 6) Have an agendaless meeting - Lean Coffee
- 7) How do we leverage tools like Miro and get people up to speed?
  - a) Using Miro - Create a cheat sheet on how to do Miro
  - b) Start initial meetings with this is how to use this board...
  - c) Create a test environment where people can try things
  - d) Create Icebreakers - Simple things -
  - e) Build a MONSTER - Parts provided - Build by team in a breakout room - Help people with the platform -
  - f) Weekly podcast - Making MIROcles -
  - g) Michelle Holtje agreed to Co-Host a Daily Standup Podcast episode on Miro - <http://www.agiledad.com/podast>
- 8) What tools help you facilitate meetings better as a result of covid?

- a) Team Retro - Free 30 day trial - <https://www.teamretro.com>
  - b) Remote Icebreakers - <https://www.brightful.me/play>
  - c) Planning Poker - <https://hatjitsu.toolforge.org>
  - d) FunRetro - Retrospectives
  - e) Whiteboard online - Draw how you are feeling today
  - f) <https://en.linoit.com/> Precursor to Miro or Mural
- 9) As a ScrumMaster my workload doubled because I have to reach out to every individual. How do we keep tabs for what is happening with the team remotely?
- a) Use slack for a Social stream of consciousness thread
  - b) Party Time - EVERY DAY - 30 minutes to talk about ANYTHING as long as it is NOT work related.
  - c) Let the team share what they need to share -
  - d) Water Cooler Channel - Break it out into special interest channels -