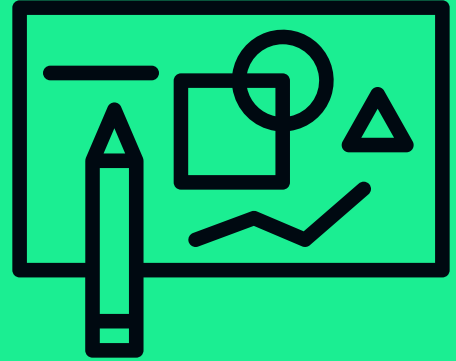# Fabric

10 tips for a better remote collaboration culture
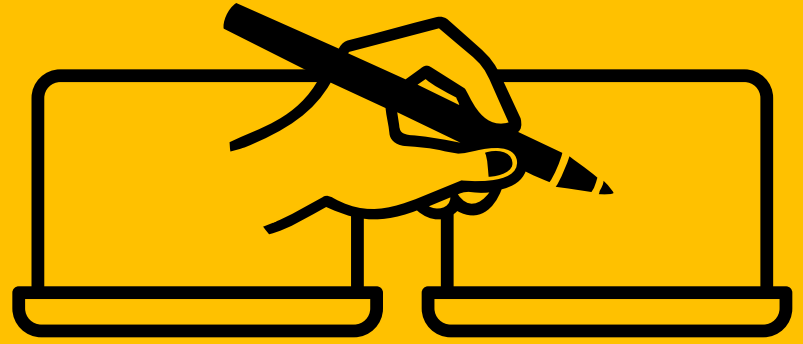
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1

Show,
don't just tell

- The lack of non-verbal queues online makes communication harder

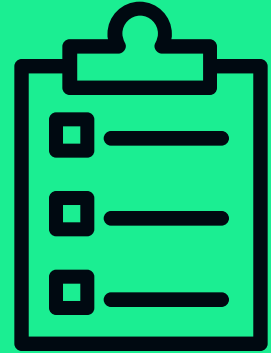- Sketch your ideas, add examples, reinforce in writing what is mentioned over calls

(2)

Collaborate don't send for review

- Solve and create together during calls! And remote pair for knowledge sharing

- Use tools from the <u>Google Suite</u>, <u>Invision</u>, <u>Trello/Jira</u>, <u>Miro</u> and <u>Figma</u> to reach common understanding quicker

3

Record
action points

- End meetings with <u>clearly written down action points and owners</u>

- Put them on a shared channel, e.g. <u>email</u>, <u>Trello</u>, <u>Notion</u>, <u>Slack</u>

4

Know each other

- Make time in meetings for <u>chit-chat</u>. It's important to share some banter and do a <u>feelings check-in</u> in the absence of face-to-face interactions

- Kids and dogs on the background? Have new habits and routines? Ask about and share them!

5
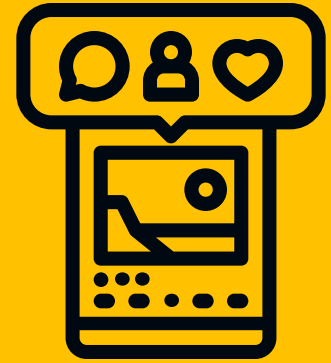
Keep connected between meetings

- Like in real-life people bond through social interactions beyond work

- Get people in a single chat application and encourage interaction. Share polls, pictures, articles, webinars, giphys.

Define **core working hours**

- Define the <u>working hours when the team is available</u> for meetings and ceremonies

- For teams with members in different timezones, define the <u>window to engage with team members overseas</u>

7
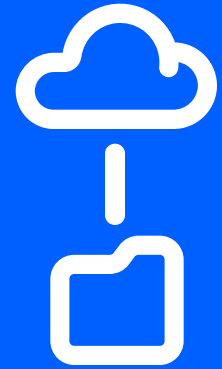
Use common file storage

- All teams should use a <u>file storage cloud service</u>. A lot more documentation naturally occurs when working remotely and it's crucial everyone can easily access and share them

- Make sure you also have a defined and agreed <u>file structure and naming</u>

(8)

Agree regular ceremonies

- Having <u>regular planning sessions and quick daily stand-ups</u> will keep everyone aware of priorities and accountable

- Define <u>clear attendance and participation rules</u>, so all involved know what's expected of them

Improve audio and camera setup

- Check for <u>good lighting</u>, camera at <u>eye-level</u>, <u>avoid noisy backgrounds</u>, earphones with a <u>good microphone</u>

- Bad internet? <u>Join meetings using a regular phone call</u> and share the camera with your internet connection
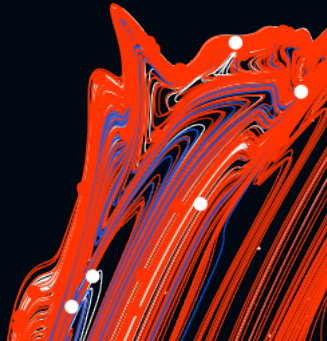
10

Socialise online

- Run regular daily and weekly town halls for everyone in the team

- Make these online meetings engaging introducing themed activities, e.g. <u>workout sessions</u>, <u>Friday drinks</u>, <u>morning tea</u>

It's all about **building rapport** and **empathise** with your peers.

Remember:
We're in this together.

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