

REMOTE Communication



Information & Transparency

- Provide all information digitally
- Agree on what to document where
- Make sure everyone got access
- Use public chat rooms rather than private chat rooms
 - Higher chance to spread valuable information
- Document as much as necessary, but as little as possible
- Document "on the fly" in meetings and avoid doing it afterwards

Slack Chat

- Use threads to organize the topics in your chat
- Use your user status to reflect your current situation
 - e.g. "Vacationing (until ...)"
 - e.g. "In a meeting"
 - e.g. "Available"
 - ...
- Use notifications for important and urgent information
 - @here ... for everything you need right now of people who are present
 - @channel ... for information that is necessary for everyone in a channel, even triggering a notification mail
- Say "Hi" to your team, when you start working, and "bye" when you leave, so people will know if you are around.