

If one person is remote, we are all remote

Everybody, even if you are in the “main” team, adapts their work style & methods
Always think about sharing

Pay attention to time difference

Whole team present during “core” hours

Use overlap well, e.g. for key events

Be alert when to ask something early

Compose teams with high local collaboration

Pairs who interact often (e.g. dev-QA)
Feature sub-teams who work together

Get to know your team mates

Get to meet in-person if possible

Become aware of cultural differences

Work in small feature teams

Share & repeat goals & vision

Use kick-offs

Refresh in sync-ups, demos, ...

Drive team values actively

Our team's values are... (e.g. openness)

Use team building activities & games

Experiment & retrospect

Introduce team rituals

Engage/connect with all team members regularly

Daily sync, demos

“Clever talks”

Virtual social events

Build a virtual team “environment”

Slack, Jira/Confluence and/or other
Virtual team “workspaces”
Sharing knowledge, habits, fun

Use common language

Learn the other language if needed

Actively use video & body language

Use a team vocabulary or glossary

Agree on communication norms (e.g. real-time vs async)

Urgent response: we use... (e.g. WhatsApp)

Non-urgent Qs: we use...

Asking action to complete: we use...

Providing information only: we use...

Communicate also the relevant small information

Pay attention which details matter
Share photo or video shots

Do reply, timely & always.

- Clear your inbox at least every day
- Use mobile email & communication
- No need to exaggerate and check every second