

Being Agile when Remote

Community of Practice Lunch and Learn - 3/17/20

Attendees

Name	Org	Name	Org	Name	Org	Name	Org	Name	Org
Robert Merrill	UW-Mad/ DoIT	Tim Vertein	UW-Mad/ WCER	Diana Allen	UW-Mad/ DCS	Lyle Hanson	UW-Mad/ DoIT	Mike Fay	DOT
Amanda Schwoegler	UW-Mad/ WCER	Jessica Esse	UW-Mad/ DoIT	Angela Milock	UW-Mad/ WCER	Matt Blasinski	UW-Mad/ DoIT	Phil Jochimsen	UW-Mad/ DoIT
Jonathan Henkel	UW-Mad/ Nursing	Laura Stella	UW-Mad/ DoIT	Sue Hessen	UW-Mad/ DoIT	Amanda Thornton	UW-Mad/ SSEC	Patrick Hare	UW-Mad/ DoIT
Suzanne Broadberry	UW-Mad/ DCS	Lauranne Bailey	UW-Mad/ EPD	Helen Chen	UW-Mad/ DCS	Tamra Dagnon	UW-Mad/ DoIT		

Agenda/Notes

1. Meeting Ground Rules

1. Contribute to the conversation
2. Allow people to finish speaking
3. Minimize distractions (email, phone, ...)
4. Mute microphone when not speaking (especially if eating, moving papers, ... 😊)
5. Give some grace
 - Found this idea today – essentially, since we can't see others and all that that can communicate, be patient with everyone and allow some grace to any miscommunications that occur; follow-up with them afterwards

2. Topic Intro - Staying Agile when working remotely (Robert) – 5 min

3. Robert's example (Robert) – 5-10 min

4. Discussion – initially based on what you provided ahead of time (Robert - facilitate) – 40 min

1. Practices

- i. Share agenda ahead of time.
- ii. Share/display document that you're taking notes in (WebEx, Teams, Google Docs, Hangouts)
 1. Take notes as we're going, on the agenda.
- iii. If there are a lot of people (7+), clearer meeting roles in advance (note-taker, screen-sharer) is helpful. The more experienced the team, the better people know natural tendencies (Angela)
- iv. Visual check-in's are helpful
 1. Good for people to see how it
 2. Good for extroverts
- v. (Robert) - show humanity, example: daily pet show;

2. Tools

- i. Web Conferencing

1. Microsoft Teams, WebEx, Google Hangouts, Zoom
 - a. (Matt) Determine what works best for your team
 2. Breakout room functionality -
 - a. Apparently available via Webex Teams (Webex Training; <https://help.webex.com/landing/onlineclasses/previousClass/Webex-Training#Overview-Webex-Training>).
 - b. Zoom does it quite well.
 - c. It's a highly requested feature for MS Teams but no ETA.
 3. Microsoft Teams info
 - a. The purple circle will highlight around the photo icons of the active speaker (helpful for those without cameras/cameras off)
 - b. Right click on any speaker to "Pin" them to the top of your view window; otherwise, the four most recent speakers will show.
 - c. On Teams App only (not on web version): "Blur background" if people are self-conscious about the mess behind them!
 - d. Linux - not allowed to blur
 - e. (Phil) Found more info on zooming/panning on shared content (not sure about camera feed): <https://myteamsday.com/2019/06/18/how-to-zoom-into-shared-screen-in-teams-meeting/>
 4. Tools - PCS recently came out with a tools and capabilities list:
 - a. <https://kb.wisc.edu/45390> (Matt)
- ii. Collaboration
1. Document Sharing
 - a. DoIT uses Microsoft tools, Sharepoint, Box, Google.
 - b. Some state agencies don't have these tools.
 - c. Box and Microsoft Online can be shared off campus, even though shared editing is not that easy. Watch for the "share button within share button."
 - d. Google docs, Diana Allen is able to use it with external partners. Able to access with external business accounts - although some state agencies might have problems and need to use personal accounts.
 - i. Firewalls may block inter-organizational sharing.
 - e. Google Doc outside UW-Madison: have to send sharing invitations directly (cannot share by link) and they must have a Google account with the email address to which the invitation is sent.
 2. Microsoft Teams - Chat for teams and individuals
 - a. Private Channels available for teams, and can be more locked down than others.
 - b. It can be helpful to have some limits on channels--information gets lost because many are empty.
 - c. Jon Henkel - has lots of expertise;
 - i. Note: Tech Partners Team is very open; Visual Modeling?

3. Visuals -

- a. How do we demonstrate or have visuals (Laura) - simple
- b. (Robert) EventStorming - On Google Drawing
 - i. Used Google Docs to draw
- c. For UW-Mad - you can also use SmartDraw - <https://www.smartdraw.com/>
- d. ADDED: for UW-Mad (at least) you can use <https://whiteboard.microsoft.com/>

3. Agile

- i. User stories and acceptance criteria, simple visual modeling.
- ii. Refinement
 1. Reference things to look at, downloaded documents, not shared. Shared screen has story backlog where we're putting the points
 2. (Angela) - each person takes a role and a different doc. Product owner takes the role of putting the points on. Every one sees one doc.
 - a. Used slack to work through determining roles
- iii. Planning
- iv. Stand-ups/Scrums
 1. Telepresence technologies are helpful to share a room with remote participants; Owl or Cisco Room Kit.
 2. Helpful to see each other's faces. "Blur your background" is available on the phone.
 - a. Daily stand-ups on Hangouts work (Matt)
 3. (Lyle) we aren't daily, but the visual presence is helpful
 4. (Laura Stella) I have an example of how my myUW team is doing "Scrum-like" daily standups: We're using Teams with Video on a "standup" channel.
 - a. Our daily agenda is:
 - i. What did I do yesterday?
 - ii. What am I planning on doing today?
 - iii. What impedes me?
 - iv. What did I learn?
 - b. Also document in Standup channel within Teams
- v. Ad-hoc Collaboration
- vi. Reviews
- vii. Retrospectives
 1. Used WebEx for retrospectives; have webcam turned on. Visual cues are very helpful.

5. Close (Robert/Pat) – 12:55

- o Next Steps
- o Pat to consolidate and distribute info gathered before and discussion