

HACK YOUR FUTURE BOOTCAMP

Nick Trogh – November 3, 2020

HOW TO HANDLE PARTNER MEETINGS

Nick Trogh

GOAL OF THE BOOTCAMP

01

Put your technical skills to practice in an open-source project

02

Learn to collaborate in teams

03

Learn to scope a project and hold client meetings

04

Bridge between your 8-month training and the local labour market



ROLE OF THE PARTNER



Represents the end customer of the projects



Provides clarity about the requirements, and outcomes of the project



Answers your questions about the project



Helps you set the right priorities for the project functionality



Provides feedback to you and the HYF team



GETTING PREPARED

- Know what you need to know
 - Personas, user stories, priorities, ...
- Let the partner know – share the meeting agenda
- Can you already share information beforehand?
- Who will be in the meeting?
- Responsibilities
 - Who drives the meeting
 - Who takes the meeting minutes
 - Who covers which part of the agenda
 - Who keeps the time



GETTING STARTED

- You own this meeting!
- Present yourself and what your role is – keep it relevant 😊
- Re-iterate what the meeting will be about – should other topics be discussed?
- Ask if you can record the meeting
- Check-in on action items from the previous meeting



THE GAME IS ON

- Be structured in your questioning
- Listen carefully to partner feedback
- Recap decisions for each of the topics on the agenda
- Keep track of time to ensure all topics can be covered
 - If something needs additional discussion, agree to plan a dedicated meeting
- Agree that you move to the next topic on the agenda



CLOSING THE MEETING

- Did you get all your questions answered?
- Did the partner have all their questions answered?
- Did you note down all action items, the owner, due date?
- Recap the main talking points and action items
- Agree on the communications plan.
- Clarify the next steps
 - Follow-up meeting(s)
 - Send UI mockups, demo, ...



AFTER THE MEETING

- Share the meeting minutes with all stakeholders
- Update your Trello board, documentation
- Keep track and follow-up on action items
- Schedule the next meeting



TIPS & TRICKS

- Ask open-ended questions for envisioning/brainstorming – focus on outcomes
 - “What happens when a user follows an artist?” vs “What is shown when a user selects the follow icon in the artist screen?”
- Enable spell-checking for your documents/emails with the partner.
- Don’t assume! If you do, recap what your understanding is.
- When in doubt, ask!
- Share progress often – it’s better to fail fast



COMMUNICATING IN TIMES OF COVID

Nick Trogh

SETUP YOUR VIRTUAL WORKSPACE



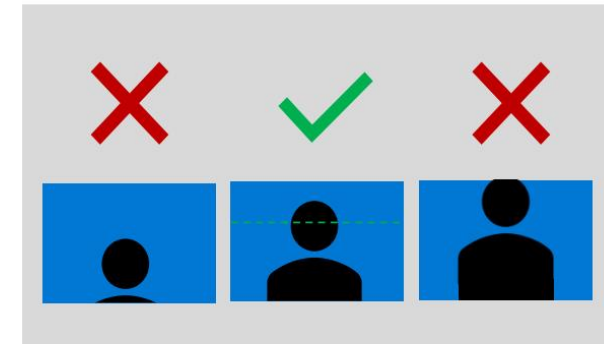
Video on (when possible)

It makes for more inclusive meetings and helps you to be present and engaged in the meeting. It can also help to see facial expressions to increase connection and understanding.



Check your surroundings

Be aware of what is in view and use 'blur my background' in Microsoft Teams to minimize distractions and protect privacy.



Camera framing

Point your camera so your eyes are ~2/3 up the screen and your face is visible.

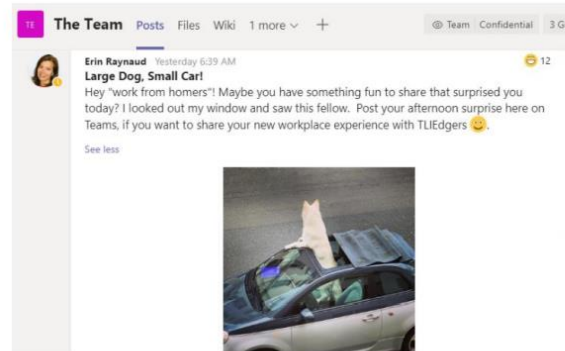


COMMUNICATE



Communicate often

Make it a habit to connect frequently with your colleagues and stakeholders. Open a Teams channel for ongoing conversations or start a shared document to share progress updates.



Make space for fun

Use a Teams channel dedicated to fun - share news, pictures, and stories. Try a GIF, sticker or emoji to express yourself.

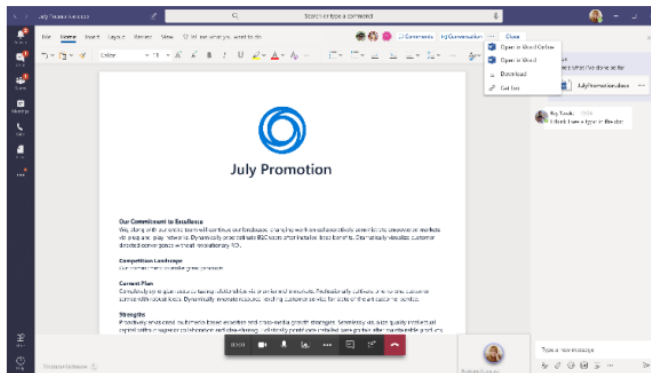


Virtual 'water cooler'

Make up for missing hallway talk or connecting in the kitchenette or café by using chat messages or calling. Set yourself a reminder to check in with people regularly.



COLLABORATE



Ideate and iterate – real time

Share the content your audience needs to see with screen sharing, and work to edit in real time with coauthoring in Teams. If you need to brainstorm, use Whiteboard in Teams as a digital canvas for your ideas to come to life.

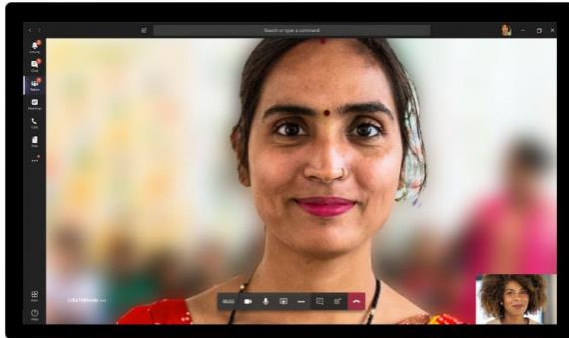


Virtual 'huddle'

Quick meetings are effective at getting everyone on the same page quickly. Schedule a quick call with your collaborators to get the same impact of a quick in-person connection.

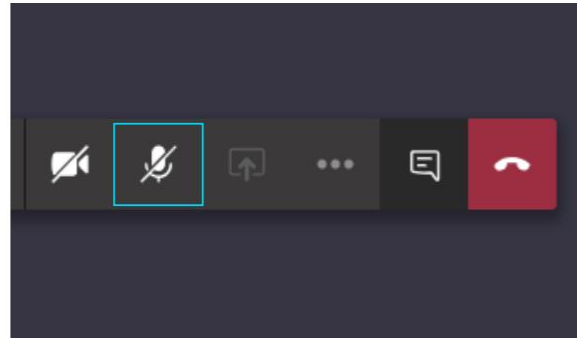


LEAD INCLUSIVE ONLINE MEETINGS



Be present and respectful

Limit multitasking during meetings. Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call. Blur your background to reduce distractions.



Pause for others to speak

It can be hard to find space to speak in a meeting, and even harder when everyone is virtual. Make sure there's time and opportunity for all voices to be heard.



Monitor meeting chat

People may not feel comfortable breaking into the conversation or may be having technical difficulties. Check the Teams meeting chat often for comments.

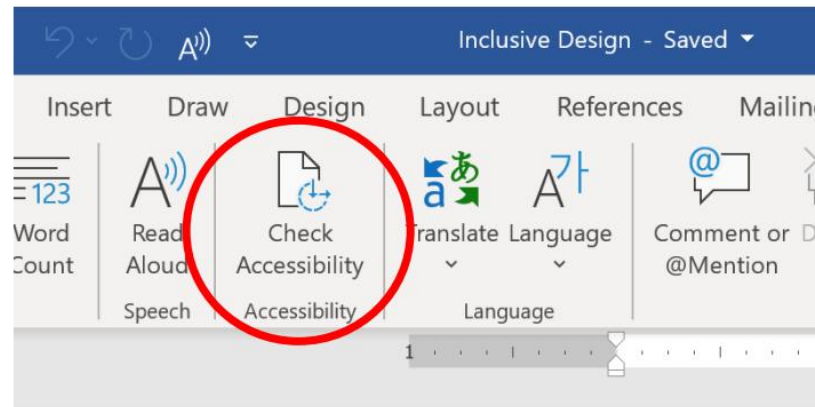


THINK ABOUT ACCESSIBILITY



Turn on live captions

Turn on live captions in Microsoft Teams to get real time captions during your call. If posting a video, use Microsoft Stream to automatically add real time captions & searchable transcript.

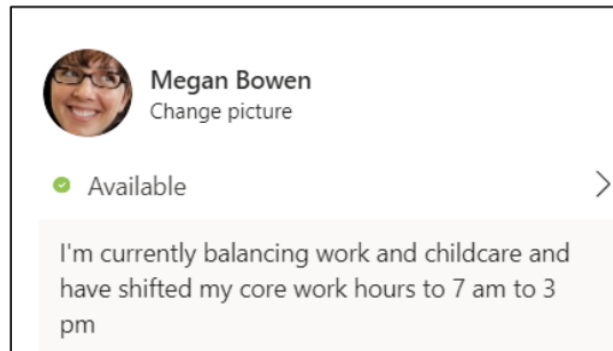


Make sure your content is accessible

Send materials ahead of your meeting and use Accessibility Checker to check your Microsoft365 documents are inclusive to people with disabilities. Remember ~70% of disability is invisible; you never know who needs accessible content.



SHARE YOUR SCHEDULE



Set expectations for availability

Your daily schedule or even the hours that you work may change while working from home. Set expectations with your team (and those you live with) around your availability during the day.



Set boundaries

It can be a challenge to switch 'off' from work when you don't leave the office – or switch 'on' your workday when you don't leave the house. If needed, set clear intentions about work time and home time to avoid burnout or being 'always on'.



TAKE CARE AND BE MINDFUL



Don't forget to take breaks

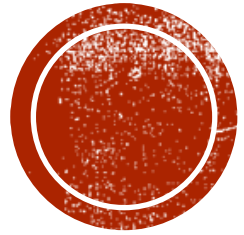
It can be difficult to remember to take breaks. Use your calendar to turn meals and breaks into appointments so you get regular reminders. Block time on your calendar for exercise and fresh air – or just time to step away from your workspace.



Check-in with you (and others)

It's important to check in with yourself and be mindful of how you are feeling. Anxiety, loneliness, and other feelings are perfectly normal, and we have resources to help you take care. Be sure to check in on others within your community.





THANK YOU

