

# 1<sup>st</sup> Management Meeting Protocol | Experimental Games | 01.04.2020

## 1. Leading meetings

Each **manager** takes on a specific **role** during meetings

### A) Content

Creates the **agenda** and distributes it in advance

Ensures all **major talking points** are discussed

Writes a **protocol** during the meeting, **cleans it up** afterwards, and **shares** it with the team

### B) Communication

Manages the **flow** of the conversation

Ensures **everyone talks** to a similar degree

Pays attention to the **duration** of the meeting and leads to the **next topic** when arguments start to repeat

The roles are specified on a **per-meeting-basis** (not fixed)

## 2. Agile management

**Daily scrums** will be **text messages** posted on the #daily-scrum **Discord** channel (to cope with different work schedules)

A daily scrum should answer **three basic questions**:

What did you do **yesterday**?

What are you going to do **today**?

Which **problems** are you facing right now?

To ensure daily scrums are read, emoji **reactions** could be made **mandatory**

Will be **discussed** with the **team** first

## 3. What's next?

Come up with a **team** and **project name**

Set up **HacknPlan board** and invite team members

**Discuss** with team whether **working hours** should be tracked

Create and set up a **Space**

Outline **project plan** with deadlines