Meeting notes

2021-10-07 10:57

People

- Rebecca Tomlinson
- Jack Contro
- Maria Robson
- Elmira Ahmedova

Notes

Various types of video and support for trainers

- Jack mentioning that trainers will be provided with infra for content creation
- Jack mentioned that trainers **could be decoupled** from content creation
  - Becca agrees. concers about Sarah and Jacob being on board, extra resources, etc.
  - need to understand time allocation of the creative team
- Understand the different types of videos and how trainers can apply it -> this will help make the estimation of efforts (trainers, creative team, etc.)
- Camilla D. reviewing the reading content
  - we should align Camilla D. with what we are trying to do here
- Jack mentioned the decision trees
  - contact points
  - video type
- Albert's vidos could be the starting point for re-vamping the content to the expected standard
  - make the trainers feel proud of what they've done
  - the videos are a ready transcript, so this is not a throw-away work

Single source of truth

- Comms between the traiening team
- Lawrence - roadmap, business plan and ROI -> this needs to be communicated to trainers
- Demonstrated to Becca the Wiki pages and mentioned how this can be the single source of truth, containing various decision diagrams, point of contact diagrams, etc.
  - Becca agreed to work with Elmira to update and transfer here
- Sharepoints are used by wider business, so we can't

Documentation is a big blocker

- trainers might not even read any documentation at all
  - use Mermaid for maintainable diagramming of processes
  - Sharepoint at the moment is just a file dump - information is not consumable
- Roshan and Camilla are creating the latest guidelines in a document

Outcomes

Personal Todos

- set up a meeting with the creative team
    - QA 4-5 types of 'gold-standard' sample videos
- align Camilla D. with what we are trying to do
- invite Sarah, Jacob and Camilla for the meeting on 18th October;
- idea: should we create a knowledge graph of people in Kubrick? how training, dev, senior teams relate to each other, main points of contact, etc.?
- single teams
    - single process for asking questions
    - process for setting up meetings
    - all these placed in diagrams
- Call with Loz + Becca + APs + Creative team

tags

#content #video #meeting