

Work ethics guideline while working from home / remotely

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We all are going through quarantine time due to the COVID-19 pandemic and working from home.

We're naturally resistant to change, particularly forced change during times of uncertainty or crisis.

When there is zero commute time and you are working from home / remotely. Employers consistently experience increased productivity, efficiency, and employee morale.

Implementing effective communication strategies is an integral component in developing a strong remote work environment. Good communication habits enable team members to feel connected to others and aware of business decisions and operations. Communication is the solution to ensuring that teams don't feel isolated and lost.

Tools for better collaboration:

1. **Google Doc:** Google doc is the best tool for Document review. You can assign review comments to the author of the document. Everyone can review and share the comments in real-time. Please avoid sending an attachment as a document over the email and the reviewer thinks that they will get it reviewed after a day or two and again the author has to follow up with the reviewer to get feedback, this is very time consuming and inefficient.
2. **Slack / Google Chat / Microsoft teams:** Slack is very popular for tech team collaboration as it provides features such as emoji feedback (emoji is playing a role of emotions in human messaging context). Of Course, conveying emotion in the time of quarantine is very crucial for better team bonding. Google chat is a good alternative to Slack as you can create room (similar to Slack Channel) and have similar messages based interface. Also, Microsoft teams is a great platform. It is good to minimize the number of communication platforms per each project.
3. **Github / Gitlab / Bitbucket:**

Git protocol based clients are your best friends. Gitlab, Github, Bitbucket are commonly used platforms for code versioning and code collaboration. Gitlab and Github not only provides you the code versioning but also provides you the better way to raise the issue, raise the pull request and plan various tasks.

Before you leave your desk make sure you do a git **push** to the appropriate branch and write a description of task completed, so other coworkers can do **git pull** to have the latest feature aligned with their co-development.

This process will also save the code as backup on cloud, incase of hardware failure, system crash or power shutdown. We won't lose the effort and timeline estimated.

4. Zoom:

Zoom is one of the best tools in the market for Business Video Conferencing. Make sure you have enabled all privacy settings.

Team Collaboration:

We will have a bi-weekly all-hands meeting to discuss challenges and progress in the project, An all-hands approach to recognizing the new reality is advised to empower everyone to contribute for the success.

Code Review:

As far as Peer review is concerned, We need to give code reviewer time to review functional and standard review. Giving a Pull Request on the last day of the demo doesn't make any value of Code review because the same code will go to Demo, Be respectful for others time.

- **Coworking calls**

These video calls are scheduled working sessions where team members can work through challenging tasks with a co-worker or simply hang out and understand how each person's are approaching the solution.

encourage everyone to connect and bond as empathetic beings with interests, emotions, fears, and hopes for the success of the project.

Please don't feel shy to ask your team members to join that call, please avoid 1-1 channel communication which has often happened in this team.

Let's say: Alice >> I and Bob are discussing Invoice Job Optimization at 4 pm today, feel free to jump on. You can also block the calendar by making others optional. After the meeting, proposed ideas and decisions would be shared across the invited audience, so those who were not able to make a meeting can get notes and recordings. But also that doesn't mean you never join the meeting even if you can make it. So each individual has to maintain the developer's ethics.

Documentation:

“The faintest pencil is better than the sharpest memory.” Documentation is an essential competitive advantage in software engineering.

One of the most sizable challenges when going remote is keeping everyone informed efficiently. Put the concerted effort in systematically documenting important process changes in a central place to minimize confusion. Working well remotely requires writing things down. Team members will cycle in and out but the documentation stays with all. This way of working is more inclusive. By documenting everything, no one is left out of the conversation and a diverse set of perspectives can be heard.

You should aim to record all meetings, particularly when key individuals aren't able to join live. This allows team members to catch up on what transpired, adding context to notes that were taken during the meeting. We use Google Docs for collaboration and make sure every meeting has an agenda for documenting discussions, decisions, and actions. Everyone in the meeting can add notes at the same time, and we even finish each other's sentences sometimes.

DO

- Encourage social interaction
- Document everything
- Have meetings when necessary

DON'T

- Limit interaction to work-related topics
- Rely on 1:1 transmission of information
- Making meetings mandatory

Crucially, this requires every team member to be equally invested in perpetuating documentation, creating a virtuous cycle of self-searching, self-service, and self-learning.

All companies should strive to write things down - to document everything from meeting notes to quarterly objectives.

Documenting everything enables a stronger, more informed, more trusting, and more connected team.

Before meetings, the lead should create an agenda and ask participants to review and add items for discussion. During meetings, participants can write down decisions, ideas, or notes.

Documentation helps team members understand who is responsible for specific tasks or understand the reasoning behind decisions. Providing as much context as possible can help decrease confusion and misunderstanding.

It's important to recognize that what you write may be read in the future, or by someone coming into the conversation at a time after the initial thread began.

For example, mid last year - I wrote a blog on when I was working on this “Setup and Configure Multi-Node Airflow Cluster with HDP Ambari and Celery for Data Pipelines” at https://medium.com/@khatri_chetan/setup-and-configure-multi-node-airflow-cluster-with-hdp-ambari-and-celery-for-data-pipelines-dc1e96f3d773. Recently, I had to do the same work in a different environment. This written document has helped me to better understand the challenges and obstacles that might come up during the setup.

Documentation is everyone's responsibility, when you ask a question and receive an answer, write it down.

Social Hours:

- **Coffee Chats**

Schedule one to one coffee chats at the time of your choosing. Schedule regular virtual coffee chats using a video call.

Informal Communication

Informal communication is so important, as it enables friendships to form at work related to matters other than work. Those who feel they have genuine friends at work are more likely to enjoy their job, perform at a high level, feel invested in the company, and serve others within the organization. During Quarantine time, leaders shouldn't expect informal communication to happen naturally as there are no hallways for team members to cross paths in, no carpools

to the office, etc. so coworking video calls are very important which can lead to more empathy and a tighter human connection.

We have to value timeliness, dependability, respect, collaboration, perseverance, empathy, kindness, and ambition.

This makes us, **“The environment for maximum productivity and efficiency.”**