Family and friends
- Even when times are pressing, if a family member, colleague or friend needs a personal conversation, you take that time. People are more important than projects.
- Working only part time when my mom and I were caring for my father at home until he passed away - that still feels like the most important thing I ever did in my entire life
- Jumping in to finish projects when my colleague and friend struggled with severe depression and a stroke (restoration)
- Taking a break from the bootcamp project to talk with my team mate about family issues that were distracting him from work (programming)

Communication
- web application: Every morning, we talked about where we were, what the tasks of the day were and how to divide them up.
- We established different channels of communications: directly in conversation and as to not interrupt their work flow a slack channel, that also served as a means to document our work efforts
- Communication at the work place also includes talking about our personal lives, when someone is struggling personally, we as a team can support them by taking on more work and lending an ear (see family and friends)
- We established to put encouraging messages with every pull request issued, acknowledging the person's work while at the same time letting them know you had seen the request and had no further comments or requests
- Saying sorry and acknowledging one's own responsibility, taking ownership when you messed up. Clear things up and move on. This way no one feels still irritated along the way.
- One team member wanted to jump into programming right away and in repeated conversation we talked about why it was necessary to follow a certain order of things so we are most efficient.
- It was sometimes difficult to stay calm and friendly when you had to explain things again and again. But then it is best to vent to someone else and let it go than to let the team member feel your frustration in an emotional manner.
- Using constructive criticism to not discourage your team member and explaining why something should be done a certain way and not just say you have to do it this way
- In our team sometimes communication issues issues arose because of language barriers as well as cultural differences. You have to understand where someone is coming from and explain where you are coming from, that you don't mean to insult or imply they don't know what they are doing. Break down conservations into specific statements and questions, and use clear and simple language.

Communication is key in any kind of relationship - personal or work related. How we say something is as important as what we say. Relaying something in a precise, direct, kind and respectful manner makes it much more likely that we are heard. When our team build a web application, I was the DRI

(designated responsible individual) - the team leader, but that did not mean that I was the one making all the decisions. It was open for discussion at any point and we had to come to a consensus on how to move forward. As a team leader I was able to empower your colleagues and show them that I have confidence in them and their skills.

Saying thank you shows the other person that you acknowledge their work and that they are appreciated. Saying sorry or that you are wrong is a very hard thing to do. However it signals to others that you are confident enough to admit that you don't know everything and that it is ok for them to be vulnerable as you are.

Collaboration and Teamwork
- Assigning tasks according to the strength of team members
- Taking the lead in the development of the web application, empowering team mates
- Asking for help if I don't know something
- Every member will invest differently in a project, you have to be ok with that if someone puts in less effort than you, just focus on yourself. (That was hard in the beginning for me because I cared more about the product than one other team member and it felt unfair that two put in so many hours and the third just put in the bare minimum. But once you let it go, you can actually focus your energy on your work and not on being irritated)
- Having a clear and precise structure to avoid misunderstandings: talks in the morning, where we are, what the tasks of the day are and who is responsible. Having a trello board so we all know who is working on what

Many projects require a team to work together to accomplish the best possible outcome. Ever since I started my own business I have been working in a collaborative fashion. Using knowledge of more experienced colleagues is the best resource. Giving back in the same way to help others is just the natural order of things. Sharing your knowledge or your time to help out someone else can go a long way. You will never know where inspiration or the solution for a hard problem comes from. Don't underestimate people by their level of experience. A team can only be as good as the teamwork is. That means that communication is key and respect for others the only way to ensure you can count on everyone sharing their thoughts and ideas. Being able to say that you don't know isn't a sign of weakness, but shows others that it is ok, to not know everything and gives them a chance to support and help you out.

Documentation
In restoration as well as in programming it is important to document - the problem that you are identifying, your though process to decide on an approach, the tasks you break the problem down into and finally how it is working out (problems you run into and their solution along the way as well as the end result). This helps improve your though process as well as let others "see into your head". It can inspire someone, help them deal with a similar problem, or enable them to contribute and continue working on your problem, even if you are not available to explain.

Transparency is only a value if you do it when it is hard
- transparency makes you feel vulnerable
- Showing your progress in bootcamp in a challenge or with the web application, to the whole group, was unpleasant.
- But the feedback you get, the support and the constructive criticism helped and I started to actually enjoy giving it a try
- Our knowledge and experience is not worth anything, if we don't share it with anyone. Other peoples success through what we shared in open source spirit is effectively our success as well
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GitLab is held to a higher standard - what a compliment! -, exactly because of their values that they truly follow. It would be an honor to contribute to the open source community following these values that I share.