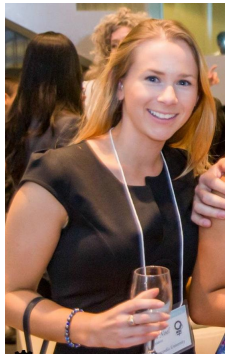
# Working in a distributed team

## Trabajar con un equipo de personas de forma remota

# Hello!

## My name is Kim Noel



**Currently:** Campus Rep with GitHub

GitHub is one of the largest cloud repository hosts in the world with over 52 million projects.

GitHub

629 Hubbers

- 38% Based in San Francisco HQ
- 42% US-based, not in SF
- 20% International

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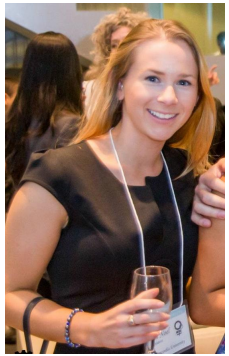


**Currently:** Campus Rep with GitHub

# GitHub

## Campus Experts

MODULE 2

# COMMUNITY MANAGEMENT

How to manage online communities and moderate effectively.

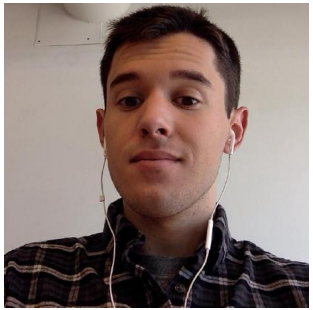
CAMPUS EXPERT

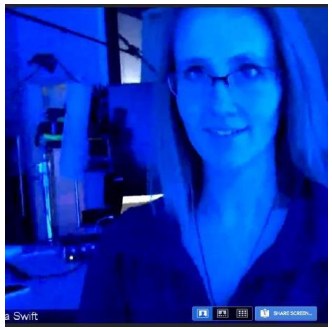
MODULE 10

# OPEN SOURCE CLUBS

A framework for helping students succeed in open source at your school.

CAMPUS EXPERT





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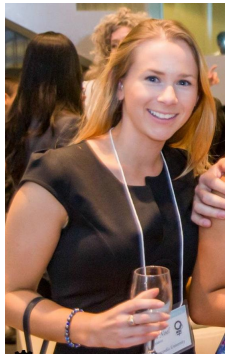

**Previously:** Developer evangelist intern with GitHub

# Making developers lives easier.

Getting people excited.

# Fostering a healthy community.

# Hello!

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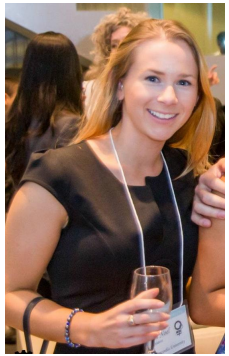


**Currently:** Campus Rep with GitHub

+

Studying software engineering & computer science in Canada.

GitHub

GitHub

Microsoft

# CUSEC '17

*Canadian University Software Engineering Conference*

# What is working remotely?

CHALLENGES
AHEAD

# NOT AS EASY AS YOU THINK

No one looking over your shoulder.

# CAN BE MORE CHALLENGING TO GET RIGHT AND WORK EFFECTIVELY

Blurry line between home & work.

# EASY TO BE UNPRODUCTIVE

Learning curve involved in being productive.

# THE CHALLENGES

## NOT AS EASY AS YOU THINK

No one looking over your shoulder.

## CAN BE MORE CHALLENGING TO GET RIGHT AND WORK EFFECTIVELY

Blurry line between home & work.

## EASY TO BE UNPRODUCTIVE

Learning curve involved in being productive.

# SOLUTIONS?

HOW CAN ONE OVERCOME THESE CHALLENGES?

# Keys to working remotely

# Keys to working remotely

## Tools

# Keys to working remotely

Tools

Communication Patterns

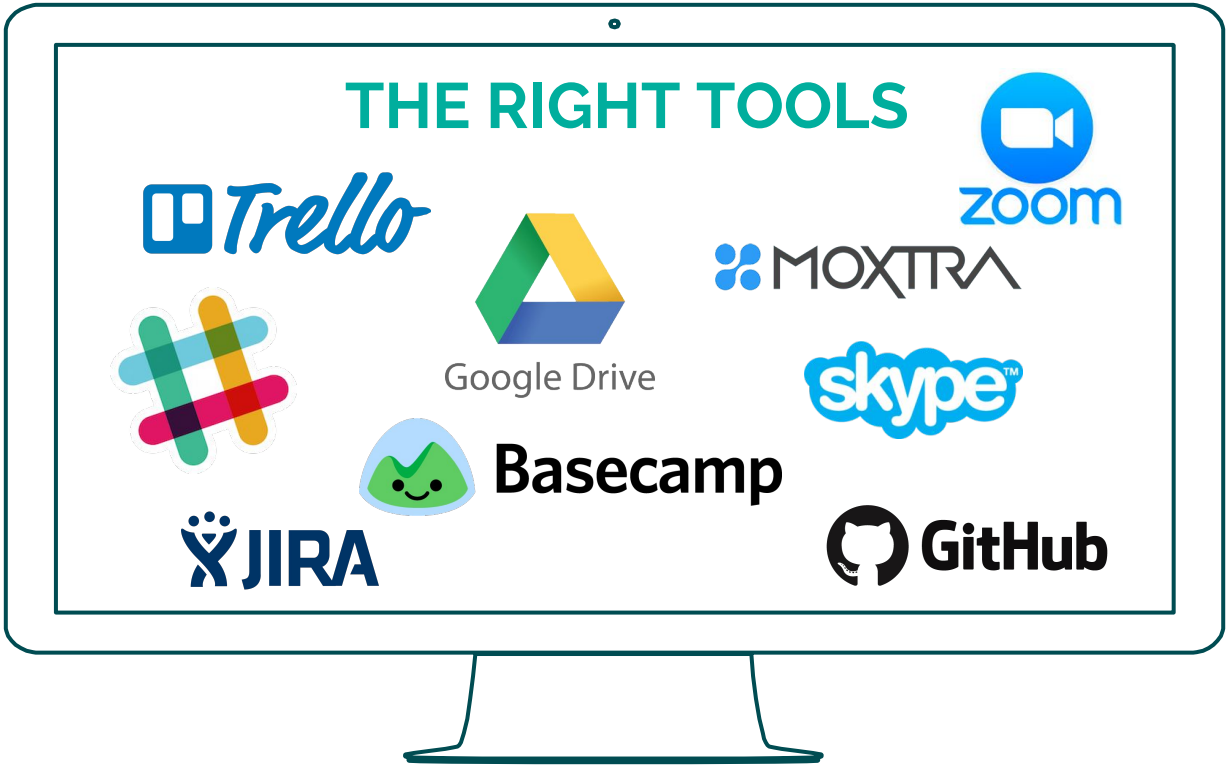
# Keys to working remotely

Tools

Fostering Relationships

Communication Patterns

# THE RIGHT TOOLS


THE RIGHT TOOLS
Trello
zoom
MOXTRA
Google Drive
skype
Basecamp
JIRA
GitHub

# Day-to-Day communications

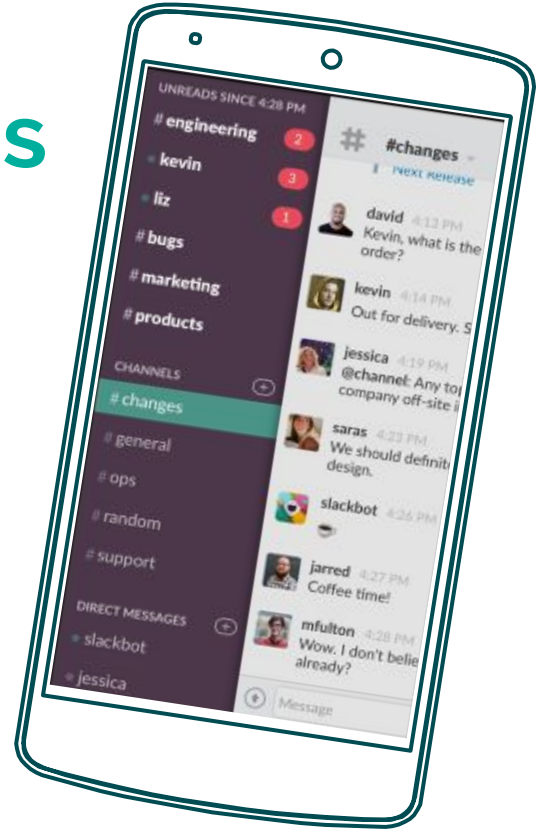
# Day-to-Day communications

## Chatrooms

# Day-to-Day communications

## Chatrooms

- Slack
- Hipchat
- Ryver
- Moxtra



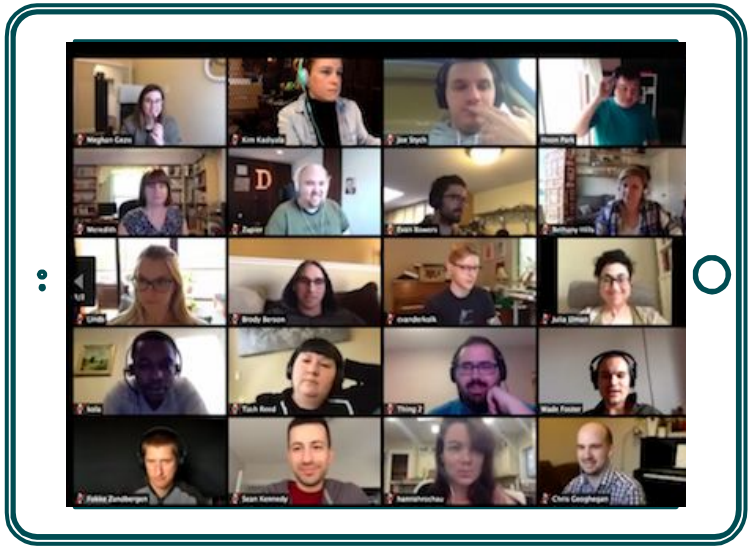
# Day-to-Day communications

## Meetings (Video Calls)

# Day-to-Day communications

## Meetings (Video Calls)

- Zoom
- Skype
- Google Hangouts



# Central platform to store content

# Central platform to store content

## Documents

# Central platform to store content

## Documents

- Basecamp
- Google drive
- One drive

# Central platform to store content

## Documents

- Basecamp
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- One drive

## Code

# Central platform to store content

## Documents

- Basecamp
- Google drive
- One drive

## Code

- GitHub
- GitLab
- BitBucket

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## Planning/Tracking/ Discussions

# Central platform to store content

## Documents

- Basecamp
- Google drive
- One drive

## Code

- GitHub
- GitLab
- BitBucket

## Planning/Tracking/ Discussions

- GitHub Issues
- Google Doc
- Trello
- Jira

# COMMUNICATION PATTERNS

# Establish processes

- Tools ☑

# Establish processes

- Tools ☑
- Processes/guidelines ✖
  - Where
  - How

# Establish processes

# Establish processes

- **What** they are
- **Where** to find them
- **When** to use them

# The **What**, the **Where**, and the **when**

# The **What**, the **Where**, and the **when**

## Guides

# The **What**, the **Where**, and the **when**

**Guides**

**Wikis**

# The **What**, the **Where**, and the **when**

**Guides**

**Wikis**

**Starter examples**

# The **What**, the **Where**, and the **when**

**Guides**

**Wikis**

**Starter examples**

**Templates**

# The **What**, the **Where**, and the **when**

**Guides**

**Wikis**

**Starter examples**

**Templates**

**More Templates**

# When writing issues & starting discussions

# When writing issues & starting discussions

## Write with the reader in mind

# When writing issues & starting discussions

## Write with the reader in mind

- Who are they?

# When writing issues & starting discussions

## Write with the reader in mind

- Who are they?
- Choose your words carefully

# When writing issues & starting discussions

## Write with the reader in mind

- Who are they?
- Choose your words carefully
- Easy to read (structure)
  - Beginning
  - Middle
  - End
  - TLDR

# When writing issues & starting discussions

**TLDR** → Too long didn't read

Easy for someone to come in and get a quick overview of what this issue/discussion is.

# When writing issues & starting discussions

## Clearly state the problem

# When writing issues & starting discussions

Clearly state the problem

Specify how others can give their input and feedback

# When writing issues & starting discussions

Clearly state the problem

Specify how others can give their input and feedback

Give time for people to contribute and give feedback

# FOSTERING RELATIONSHIPS

# Fostering relationships

- Assume positive intent

# Fostering relationships

- Assume positive intent
- Be empathetic

# Fostering relationships

- Assume positive intent
- Be empathetic
- Be explicit

# Be explicit

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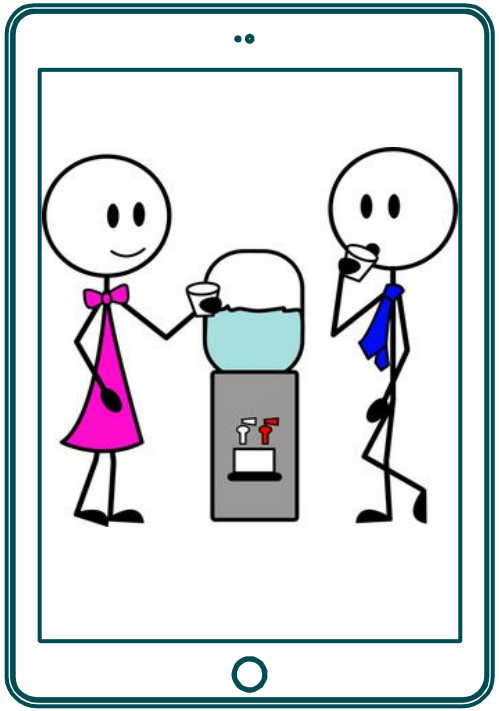


# FOCUS ON WHAT YOU CAN CONTROL

# 1.

# YOUR SCHEDULE

## WHEN DO YOU WORK BEST?

# SCHEDULE

- Flexible working time
- Early riser VS night owl
- Bursts of work

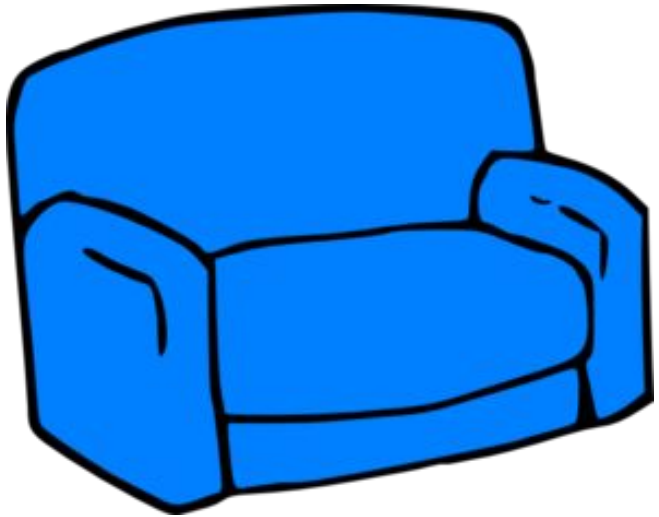
# 2.

# SCENERY

## WHERE DO YOU WORK BEST?

# Your environment

- Coffee shop
- Co-working space
- Different places at home
  - Dedicated working space
  - Break spaces



# 3.

# WORKFLOW

## HOW DO YOU GET WORK DONE?

# Secret formula

# Secret formula

headset

# Secret formula

headset

stable internet

# Secret formula

headset

video cam

stable internet

# Secret formula

headset

video cam

hydration

stable internet

# Secret formula

headset

quiet place

video cam

hydration

stable internet

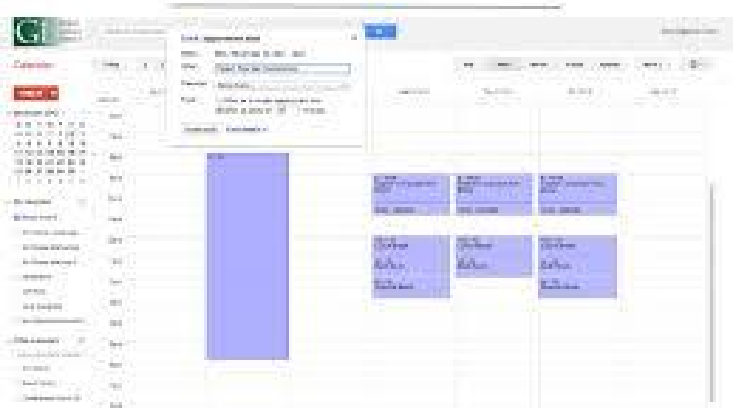
# 4.

# MEETINGS

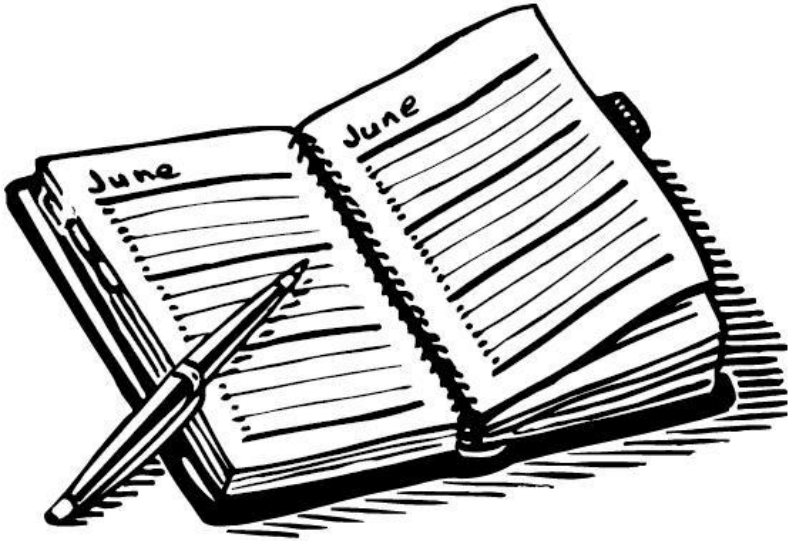
## ORGANIZE YOUR MEETINGS & APPOINTMENTS

# MEETINGS

## Group meetings and appointments together



# PLANNING



# 5.

# LOG ALL THE THINGS 📖

DOCUMENT, DOCUMENT, DOCUMENT.

# Central platform to store content

Documents

Code

Planning/Tracking
Discussions

# There’s an important point I forgot to talk about…

***“Our guiding management philosophy is ‘Hire smart people and get out of their way.”***

*- David Fullerton, VP Engineering @ StackOverflow*

# TRUST

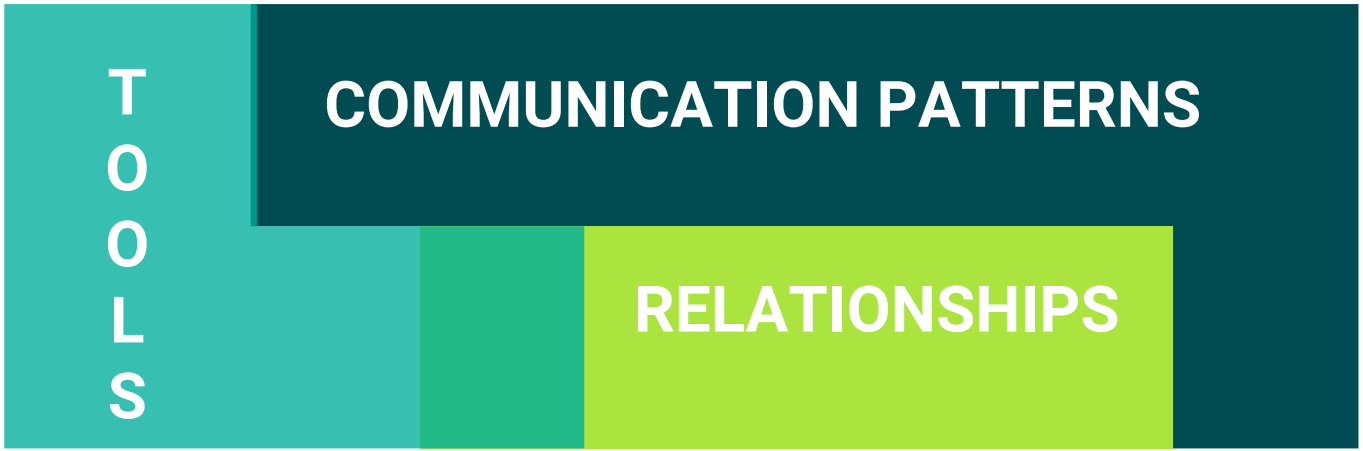
# TLDR

# The three keys

# The three keys

# The three keys

# The three keys



support

support

empathy

support

empathy

trust

# Focus on what you can control

# Focus on what you can control

- Schedule

# Focus on what you can control

- Schedule - When you work best

# Focus on what you can control

- Schedule  - When you work best
- Scenery

# Focus on what you can control

- Schedule - When you work best
- Scenery - Where you work best

# Focus on what you can control

- Schedule - When you work best
- Scenery - Where you work best
- Workflow

# Focus on what you can control

- Schedule - When you work best
- Scenery - Where you work best
- Workflow - How you work best

# Focus on what you can control

- Schedule - When you work best
- Scenery - Where you work best
- Workflow - How you work best
- Meetings

# Focus on what you can control

- Schedule - When you work best
- Scenery - Where you work best
- Workflow - How you work best
- Meetings - Being organized

# Focus on what you can control

- Schedule - When you work best
- Scenery - Where you work best
- Workflow - How you work best
- Meetings - Being organized
- Log all the things!

# It’s difficult.

It’s difficult.

It takes practice.

# The things that work for your team may change.

# Learn to be adaptable.

# Thank you!

## Any questions?

Reach out to me at:

- kimcodes@gmail.com
- Twitter: @NoelKM
- GitHub: kim-codes

# Credits

Special thanks to all the people who made and released these **awesome resources** for free:

- Presentation template by SlidesCarnival
- Photographs by Unsplash