



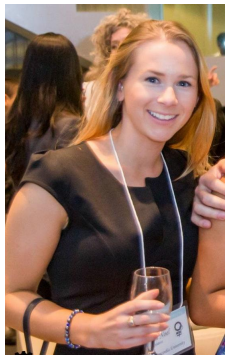
Working in a distributed team

Trabajar con un equipo de personas de
forma remota

Hello!



My name is Kim Noel



Currently: Campus Rep with GitHub

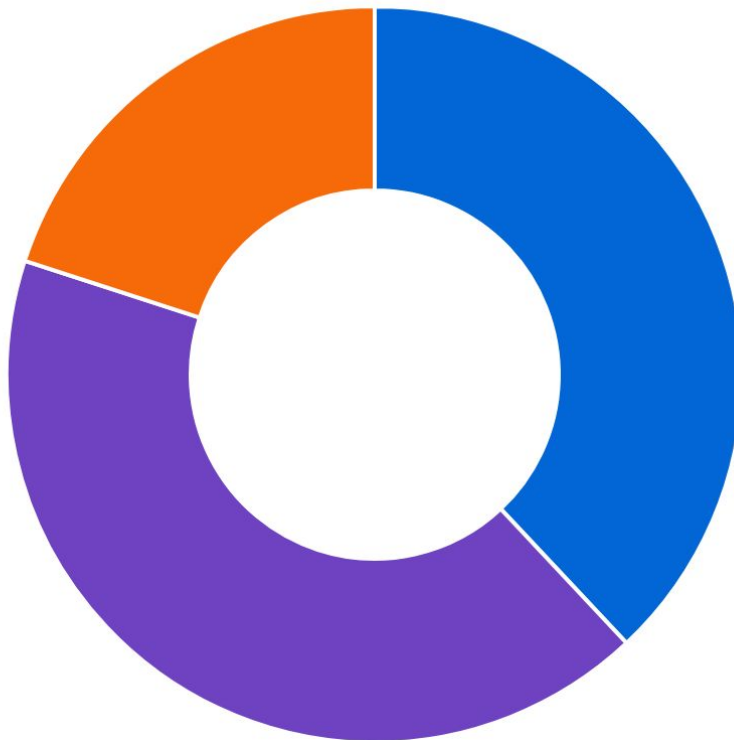




GitHub is one of the largest cloud repository hosts in the world with over 52 million projects.

629 Hubbers

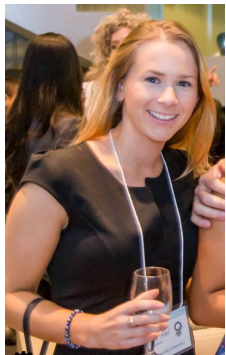
- 38% Based in San Francisco HQ
- 42% US-based, not in SF
- 20% International



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GitHub

Campus Experts

MODULE 2



COMMUNITY MANAGEMENT

How to manage online communities and moderate effectively.



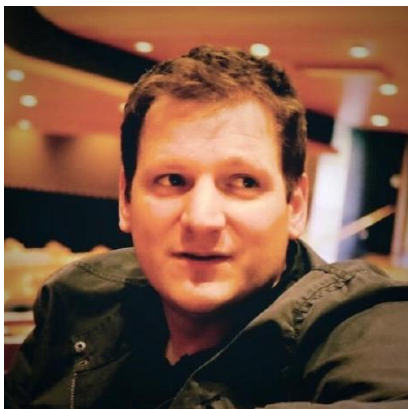
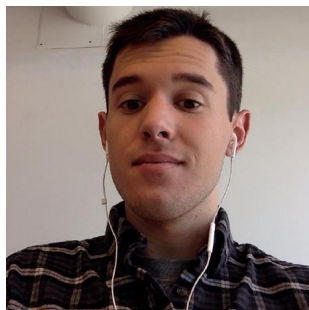
MODULE 10



OPEN SOURCE CLUBS

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

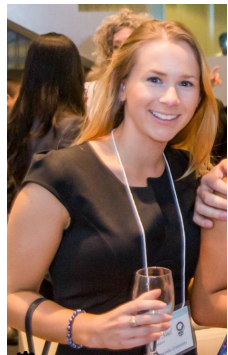




Hello!



My name is Kim Noel



Previously: Developer evangelist intern
with GitHub





A word cloud featuring various terms related to software development and evangelism. The most prominent words are 'Developer' and 'Evangelism' in large, bold, dark red font. Other words include 'Evangelist' (large, bold, dark red), 'API' (large, bold, dark red), 'Marketing' (medium, bold, dark red), 'Programming' (medium, bold, dark red), 'Sales' (medium, bold, dark red), 'Advocate' (medium, bold, dark red), 'Projects' (small, bold, dark red), 'Jobs' (small, bold, dark red), 'Demand' (small, bold, dark red), 'Product' (small, bold, dark red), 'Role' (small, bold, dark red), 'SDK' (medium, bold, orange), 'Application' (medium, bold, dark red), 'Development' (medium, bold, dark red), and 'Business' (small, bold, dark red). The words are arranged in a cluster, with some overlapping.

Making developers lives easier.



A word cloud featuring various terms related to software development and evangelism. The words are arranged in a cluster, with 'Evangelism' and 'Developer' being the most prominent. Other visible words include 'Evangelist', 'Marketing', 'Programming', 'API', 'SDK', 'Advocate', 'Projects', 'Jobs', 'Demand', 'Product', 'Role', 'Application', 'Development', 'Business', and 'Sales'. The words are in different colors (red, orange, brown, black) and sizes, creating a dynamic visual effect.

Sales
Evangelist
Marketing
Programming
Projects **Evangelism**
Advocate Jobs Demand Product Role **API**
SDK **Developer**
Application Development
Business

Getting people excited.



A word cloud centered on the slide, featuring various terms related to API development and community. The words are arranged in a cluster, with 'Evangelism' and 'Developer' being the most prominent. Other visible words include 'Sales', 'Marketing', 'Programming', 'Advocate', 'SDK', 'API', 'Application', 'Development', 'Business', 'Projects', 'Jobs', 'Demand', 'Product', and 'Role'. The words are in different colors (red, orange, brown, black) and sizes, creating a dynamic visual effect.

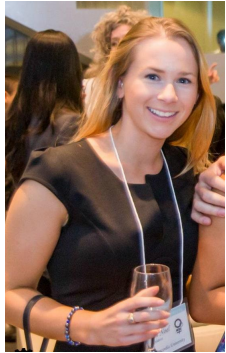
Sales
Marketing
Programming
Evangelist
Evangelism
Advocate
SDK
Developer
API
Application
Development
Business
Projects
Jobs
Demand
Product
Role

Fostering a healthy community.

Hello!



My name is Kim Noel



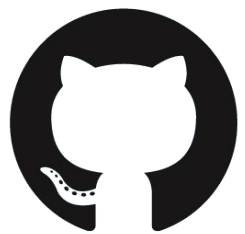
Currently: Campus Rep with GitHub

+

Studying software engineering &
computer science in Canada.





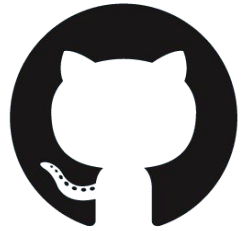


GitHub



Microsoft





GitHub



Microsoft

CUSEC

'17

Canadian University Software Engineering Conference



What is working remotely?











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.



NOT AS EASY AS YOU THINK

No one looking over your shoulder.

THE CHALLENGES
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



Google Drive



Basecamp





Day-to-Day communications



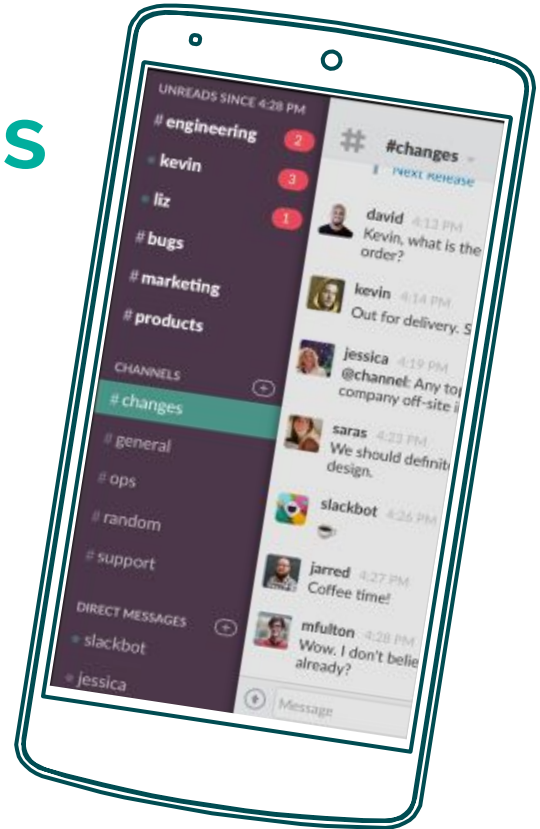
Day-to-Day communications

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

Code

- ◆ Basecamp
 - ◆ Google drive
 - ◆ One drive
- 

Central platform to store content

Documents

- ◆ Basecamp
- ◆ Google drive
- ◆ One drive

Code

- ◆ GitHub
- ◆ GitLab
- ◆ BitBucket

Central platform to store content

Documents

- ◆ Basecamp
- ◆ Google drive
- ◆ One drive

Code

- ◆ GitHub
- ◆ GitLab
- ◆ BitBucket

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

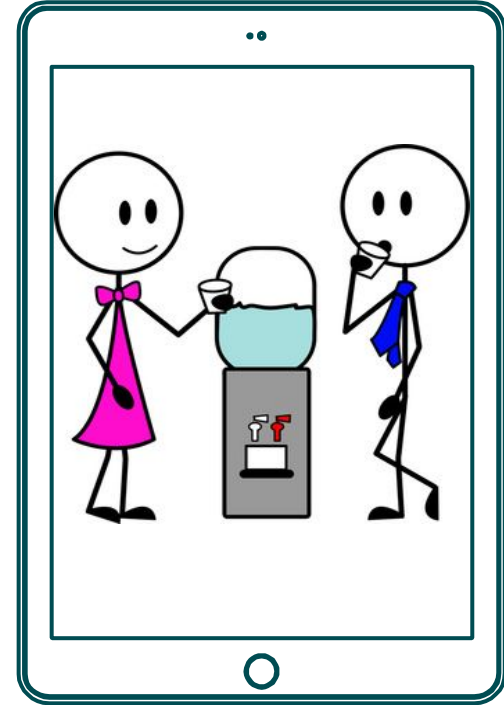
Be explicit



Be explicit



Be explicit





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

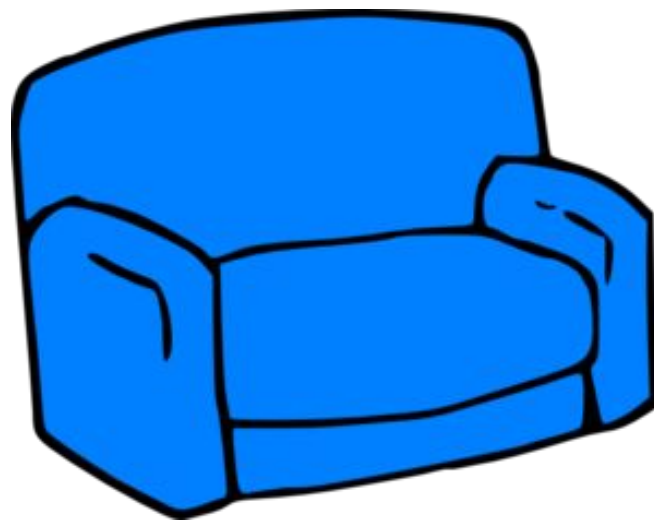
2.

SCENERY

WHERE DO YOU WORK BEST?

Your environment

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



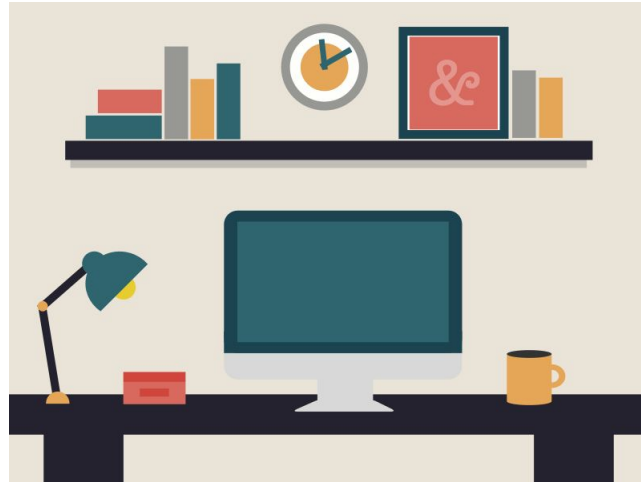
3.

WORKFLOW

HOW DO YOU GET WORK DONE?



Secret formula



Secret formula



headset



Secret formula



headset



stable internet



Secret formula



headset



stable internet



video cam

Secret formula



headset



stable internet



video cam



hydration

Secret formula



headset



stable internet



quiet place



video cam



hydration

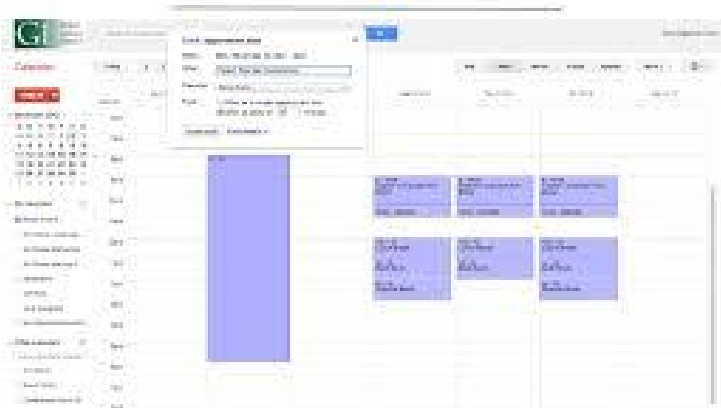
4.

MEETINGS

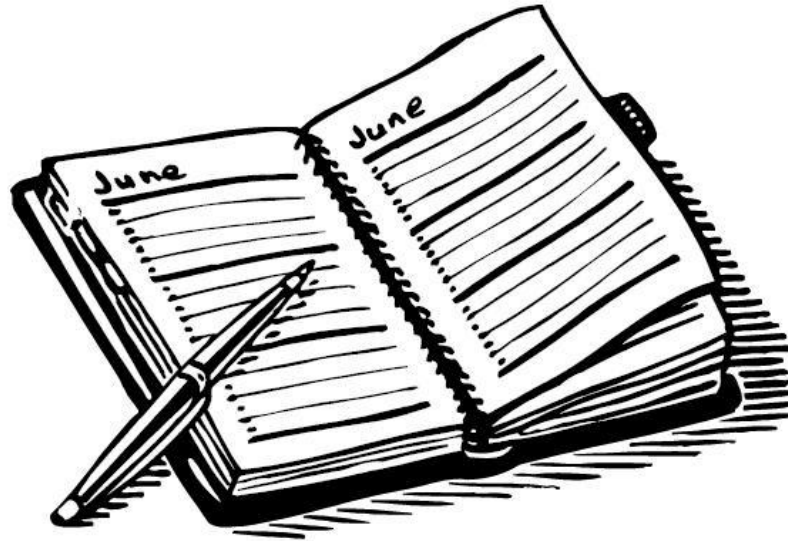
ORGANIZE YOUR MEETINGS & APPOINTMENTS

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



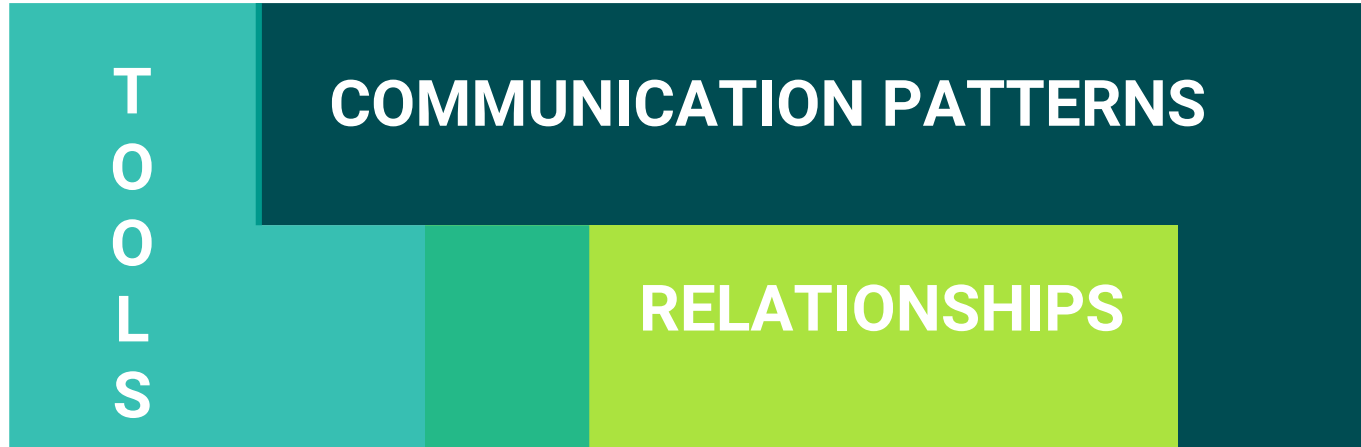
TOOLS

The three keys

T
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L
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COMMUNICATION PATTERNS

The three keys







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](#)