

Go

free  
RANGE

# Overview

- About us
- Tools and processes
- Benefits and challenges

# About us

# Ruby

The screenshot shows the official Ruby website. At the top, there's a navigation bar with links for Downloads, Documentation, Libraries, Community, News, Security, and About Ruby. Below the navigation, a section titled "Ruby is..." describes Ruby as a dynamic, open-source programming language with a focus on simplicity and productivity. It has an elegant syntax that is natural to read and easy to write. To the right of this text is a code snippet demonstrating Ruby code:

```
# Output "I love Ruby"
say = "I love Ruby"
puts say

# Output "I *LOVE* RUBY"
say['love'] = "*love*"
puts say.upcase

# Output "I *love* Ruby"
# five times
5.times { puts say }
```

Below the "Ruby is..." section, there are three news items:

- 2018 Fukuoka Ruby Award Competition - Entries to be judged by Matz**  
Dear Ruby Enthusiasts,  
[Continue Reading...](#)  
Posted by Fukuoka Ruby on 27 Dec 2017
- Ruby 2.5.0 Released**  
We are pleased to announce the release of Ruby 2.5.0.  
[Continue Reading...](#)  
Posted by naruse on 25 Dec 2017
- Ruby 2.3.6 Released**  
Ruby 2.3.6 has been released.  
[Continue Reading...](#)  
Posted by usa on 14 Dec 2017

**Get Started, it's easy!**

[Try Ruby! \(in your browser\)](#)  
[Ruby in Twenty Minutes](#)  
[Ruby from Other Languages](#)

**Explore a new world...**

[Documentation](#)  
[Academic Research](#)  
[Libraries](#)  
[Success Stories](#)

**Participate** in a friendly and growing community.

# Ruby on Rails

Rails | A web-applicat X

GFR Google Groups

 RAILS

[Blog](#) [Guides](#) [API](#) [Ask for help](#) [Contribute on GitHub](#)

Imagine what you could build if you learned Ruby on Rails...

Learning to build a modern web application is daunting. Ruby on Rails makes it much easier and more fun. It includes **everything you need** to build fantastic applications, and **you can learn it** with the support of our large, friendly community.



Latest version — Rails 5.1.4 released September 7, 2017

show.html.erb — weblog

Rails 5: The Tour \_form.html.erb routes.rb comment.rb post.rb show.html.erb index.json.builder index.html.erb

```
1 <p id="notice"><%= notice %></p>
2
3 <p>
4   <strong>Title:</strong>
5   <%= @post.title %>
6 </p>
7
8 <p>
9   <strong>Body:</strong>
10  <%= @post.body %>
11 </p>
12
13 <%= link_to 'Edit', edit_post_path(@post) %> |
```

app assets channels controllers concerns helpers jobs mailers models

2

0

0

9

# Chris joins

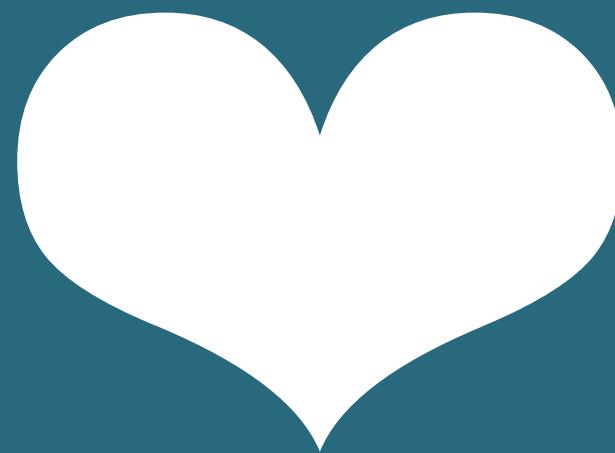
- Chris ❤
- Kalv
- James A
- James M
- Jase
- Tom

Kalv



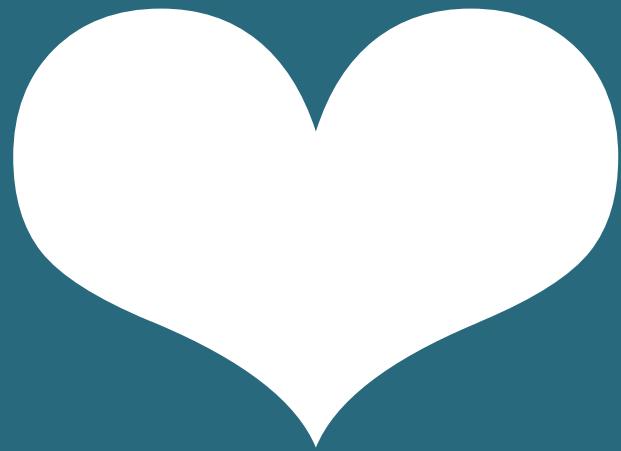
Vancouver

Jase



Paris

# James



# Austin

Tom



Basecamp

500%



# FutureLearn

# Government Digital Service

# Structure

- Private company limited by shares
- We're a co-op(ish)

# Roles

- Directors
- Equal shareholders
- Employees

# Responsibilities

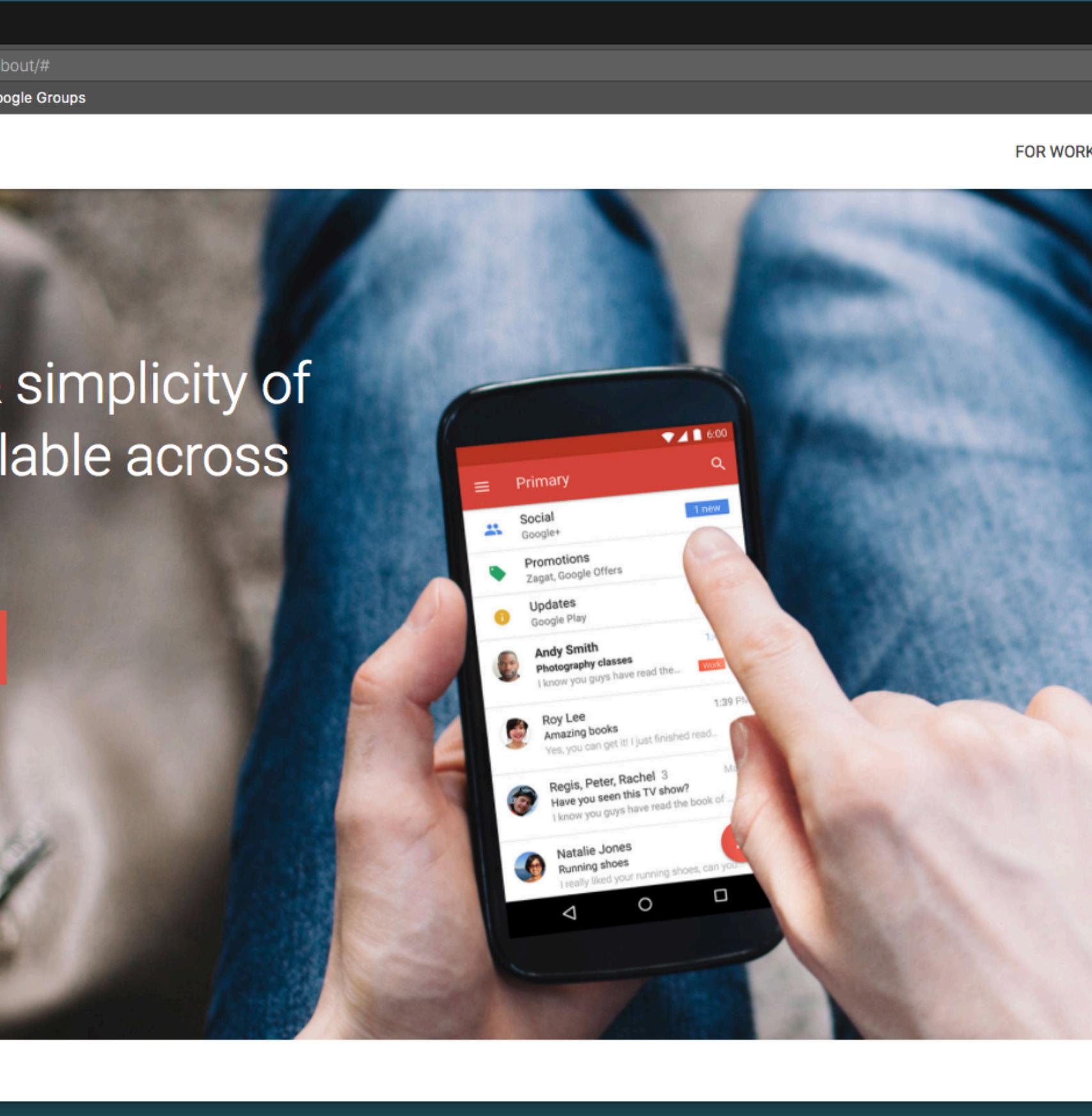
- Running the company
- Client and non-client work

# Remuneration

- Equal pay
- Monthly pay
- Annual pay reviews

# Tools & Processes

# Email



# Trello

**Trello lets you work more collaboratively and get more done.**

Trello's boards, lists, and cards enable you to organize and prioritize your projects in a fun, flexible and rewarding way.

**Sign Up – It's Free.**

Already use Trello? [Log in.](#)

The Design Team shares updates on current projects so everyone in the company knows what's going on.



# Harmonia

The screenshot shows a web application interface for managing team chores. At the top, there's a navigation bar with 'Google Groups' and 'HARMONIA'. Below that, a header for 'Team Alpha' is visible. The main area is divided into sections: 'Everyone else' and 'Team Alpha'. Under 'Everyone else', there are two tasks: 'Restock biscuits' assigned to Abel Herzog (due in 4 days) and 'Pick Friday lunch venue' assigned to Merlin Daniel (due in 7 days). Both tasks have a 'Done!' button. Under 'Team Alpha', there are two tasks: 'TPS reports' (due in 3 days) and 'Organise Christmas party' (assigned to Darien, due in over 8 years). Both also have a 'Done!' button. A 'New task' and 'Add by email' button are located at the top right of the main area.

## Team chores have never been easier

Task and chore management that's automatic and fair for modern, self-organising teams

[Get started for free](#)

repeating tasks that **help your team run smoothly**

**responsibility** for tasks around the whole team

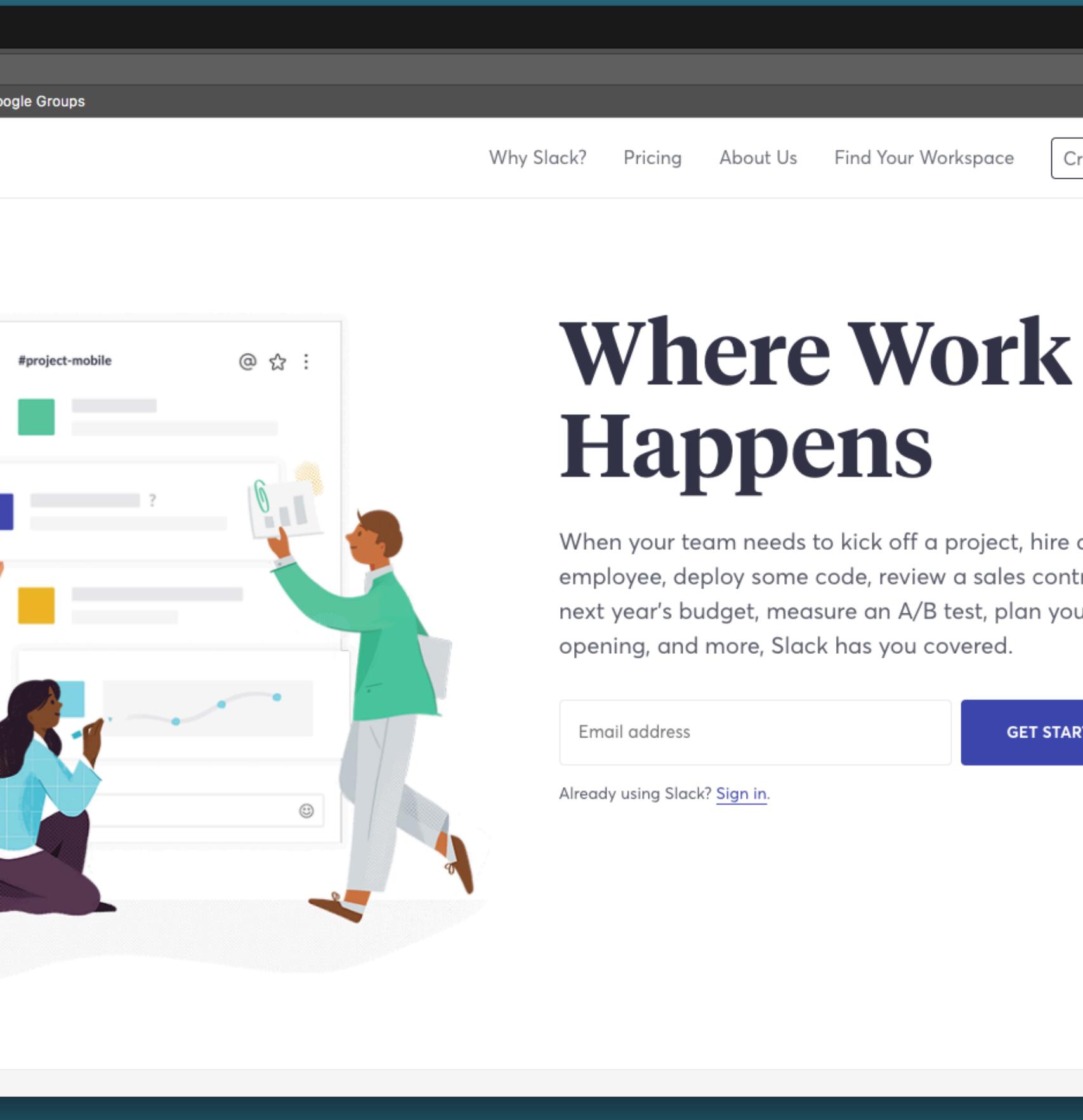
✓ Tasks and responsibilities are **assigned automatically and fairly**

✓ Encourage a **happier team** and a stronger, better company culture

## Try — and free — to get started

Tasks or chores that your team could use help with?

# slack



The image shows the official Slack website homepage. At the top right, there's a navigation bar with links for "Why Slack?", "Pricing", "About Us", "Find Your Workspace", and a partially visible "Create" button. Below the navigation, the main headline reads "Where Work Happens" in a large, bold, dark blue serif font. To the left of the headline is a central illustration. It depicts a man in a green sweater and grey pants walking towards the right, carrying a backpack and holding a clipboard with a chart. To his left, a woman in a light blue sweater and purple pants is kneeling, looking at a screen displaying a line graph. Above them, a white rectangular box represents a Slack channel named "#project-mobile". Inside the channel view, there are several messages, some with attachments like a yellow square icon and a document with a green paperclip icon. The overall background of the page is white.

# Where Work Happens

When your team needs to kick off a project, hire a new employee, deploy some code, review a sales contract, plan next year's budget, measure an A/B test, plan your office opening, and more, Slack has you covered.

Email address [GET STARTED](#)

Already using Slack? [Sign in.](#)

# process

# Trello

Go Free Range | Go Free Range | Team Visible | Following | Calendar | Show Menu

Inbox

Add a card...

Discussing

Consider attempting to reduce Hookline's Heroku monthly bill  
Nov 15, 2017 | 1 comment | 0/1

Avoid surprises about remaining budget on projects  
Nov 15, 2017 | 1 comment | 0/1

Come up with a question to help decide what financial info we want to bring to the company meeting  
Nov 15, 2017 | 2 comments | 0/2

What are the rules on buying phones through the business?  
Nov 15, 2017 | 3 comments | 0/3

Ask HSBC about overdraft/loan options  
Nov 15, 2017 | 4 comments | 0/4

DO&S: A discovery phase for the creation of a directory of services  
Nov 15, 2017 | 0 comments | 0/0

Add a card...

Harmonia

Publish write up about Show and Tell 38  
Nov 15, 2017 | 7 comments | 0/1

Publish write up about Show and Tell 39  
Dec 20, 2017 | 4 comments | 0/1

Publish weeknotes for week 471  
Jan 26 | 0 comments | 0/0

Schedule GDS catch-up  
Jan 25 | 0 comments | 0/0

Submit our Corporation Tax Return  
Jan 31 | 0 comments | 0/0

Identify neglected Trello cards - week 471  
Jan 26 | 0 comments | 0/0

Publish week links for week 472  
Jan 31 | 0 comments | 0/0

Backup DNS records - Jan 2018  
Jan 25 | 0 comments | 0/0

Add a card...

Priority

Write a "Review of 2017" blog post  
Nov 15, 2017 | 1 comment | 0/1

Chris L to go through James's questions on Articles of Association  
Nov 15, 2017 | 1 comment | 0/1

Prepare for presenting at the CoTech meetup on Jan 24  
Jan 24 | 7 comments | 0/1

DOS: GDS WP1538: Develop GovWifi from beta to a live service  
Jan 25 | 1 comment | 0/1

JM change of address  
Jan 25 | 1 comment | 0/3

Reply to Louise Scott about possible partnership with Media Co-op  
Jan 25 | 1 comment | 0/1

Separate Remittance Advice: paper document number - 1037012958  
Jan 25 | 1 comment | 0/1

Add a card...

Doing

Digital Outcomes & Specialists Extension  
Jan 25 | 3 comments | 0/1

Add a card...

Waiting

Sort the bar tab at Wortley Hall  
Nov 15, 2017 | 20 comments | 9/10

Potential work with Save the Children  
Nov 15, 2017 | 6 comments | 0/1

Enquire about 4 person offices at TOG Vauxhall  
Nov 15, 2017 | 5 comments | 0/0

Reply to Dawn about Annual Accounts  
Nov 15, 2017 | 1 comment | 0/1

Add a card...

# Trello board lists

- Inbox
- Discussing
- Harmonia
- Priority
- Doing
- Waiting

# Inbox

- Contains: Ad-hoc cards
- Processed: Daily
- Example: New client enquiry

# Discussing

- Contains: Non-actionable and neglected cards
- Processed: Weekly
- Example: Ask HSBC about overdraft/loan options

# Harmonia

- Contains: Tasks assigned by Harmonia
- Processed: Regularly
- Example: Pay our wages

# Priority

- Contains: Tasks assigned manually
- Processed: Regularly

# Doing

- Contains: Cards being worked on
- Processed: Regularly

# Waiting

- Contains: Cards we're waiting on
- Processed: Regularly

# Maintaining the board

# Process Inbox

- Frequency: Daily
- Goal: Clear the Inbox
- Action: Do it, assign it, move it to Discussing

## Identify neglected cards

- Frequency: Weekly
- Goal: Identify cards with no recent activity
- Action: Move cards to the Discussing list

## Discuss cards

- Frequency: Weekly
- Goal: Clear the Discussing list
- Action: Improve and move, or delete them

# Company meeting

1. Prepare for coming week
2. Business development
3. Discussing column
4. Retrospective

# Recurring tasks

# Bookkeeping

- Pay our wages and pensions
- Pay Corporation Tax, VAT and PAYE
- Prepare and send invoices

# Client management

- Schedule regular meetings

# Social

- Monthly drinks
- Monthly Show & Tell
- Quarterly company away day

# Blogging

- Weekly blog post
- Show & Tell write-ups

# Business development

- Maintain a spreadsheet of leads
- Go through DO&S opportunities

# Benefits & Challenges

# Benefits of our process

- Organisational resilience
- Lower barrier for new members
- Avoid knowledge silos

# Benefits of co-operating

- Control over what we do
- Flexible working
- Selling point
- Last company we work for?

# Challenges

- Admin overhead
- Decision making
- Equal effort
- Members leaving and joining
- 4 members left!
- Lack of diversity

# Why we do it

# Thanks

- James Adam
- James and Chris
- Outlandish