PLAYBOOK: Remote Working Agreements

Here are some questions to consider as part of forming a remote team.

- **Do we understand everybody's current circumstances (COVID-19)?**
  - Do they have children at home with them?
  - Are they home schooling also?
  - Is anybody in the team living alone?
- **What does a regular day look like for everybody?**
  - Hours they're likely to work.
  - Do we need to make any adjustments to accommodate?
- **How are you going to communicate with each other and what expectations need to be set around that?**
  - Email, Slack, Phone, Video - response times?
- **How often should we meet as a team?**
  - Do we have standard team ceremonies like standup and retrospectives?
  - Do we need to adjust them?
  - Is there anything new we need to add to the mix?
- **How do we track and share our progress on what we're working on?**
- **How do we review each other's work?**
  - Pull requests
  - Designs
  - Feedback loops
- **Do we need to decide on new tools to help us collaborate and communicate with each other?**

There may be other questions you need to ask or answer.

Once you have answered the questions with the team, set up a Work Agreement workshop to commit to the things you're practicing or working towards becoming normal behaviours.

Tip: You should review your team working agreements regularly and discuss when was the last time you did this.

- Daily at your standup - working agreement of the day.
- At a retrospective.
- When someone new joins the team.