

FIGURE 1: THREE PHASES OF MEETING FACILITATION

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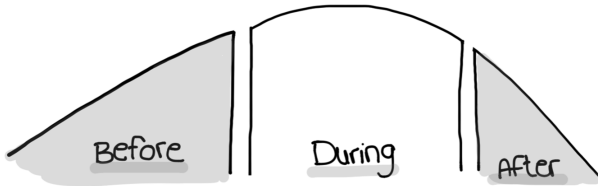


FIGURE 2: DIFFERENT MEETING TYPES

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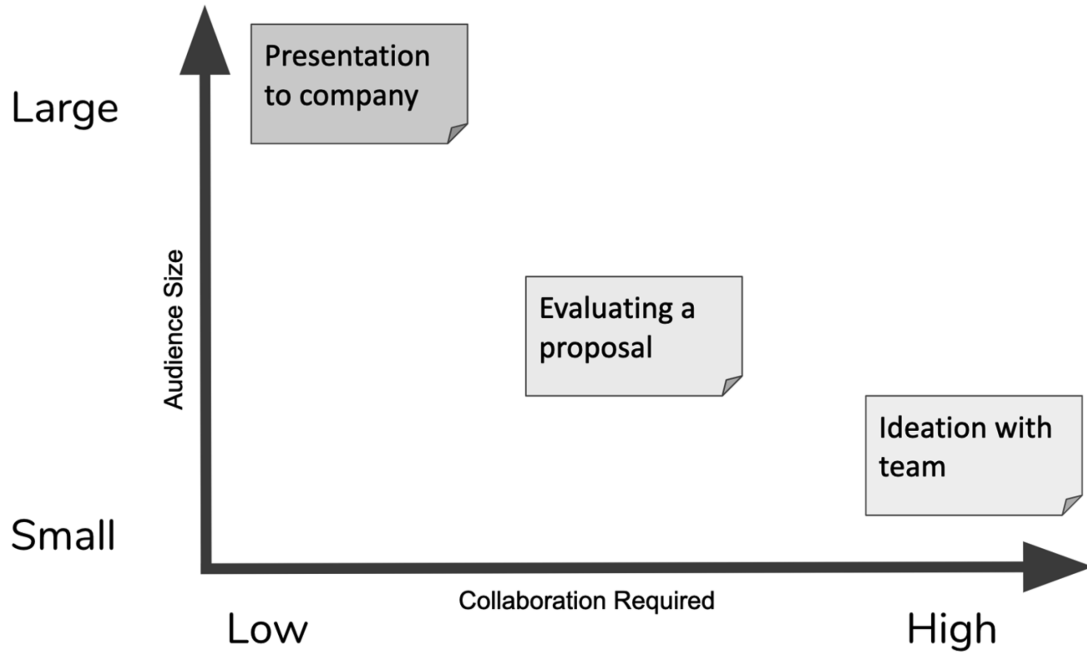


FIGURE 3: VIRTUAL STICKIES

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**What are all the aspects of this issue that we need to consider (Concerns, Benefits, General)?**

30 mins

1. Silent writing for 5 minutes (grab a color sticky)
2. Group discussion (25 minutes)

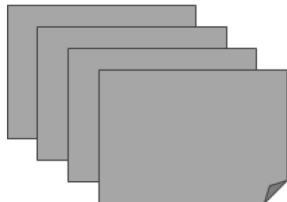
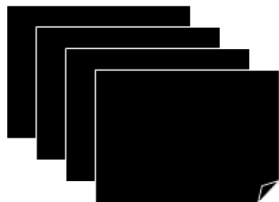


FIGURE 4: VIRTUAL STICKIES FILLED OUT

## What are all the aspects of this issue that we need to consider (Concerns, Benefits, General)?

30 mins

1. Silent writing for 5 minutes (grab a color sticky)
2. Group discussion (25 minutes)

It looks like our current sprint will end early so we should have time to investigate options (EB)

Our team should be able to handle this complexity (BM)

I am concerned that the current proposal will take too long (BM)

I am concerned that we don't have all the facts (EB)

A few of us will be on leave over the next couple of days. What will the impact be?

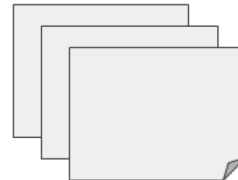




FIGURE 5: DOT VOTING

## Instructions

1. Generate ideas for 5 minutes (grab a sticky)
2. Group discussion for 15 minutes
3. Vote and decide with dots for 5 minutes (each person gets 3 votes)

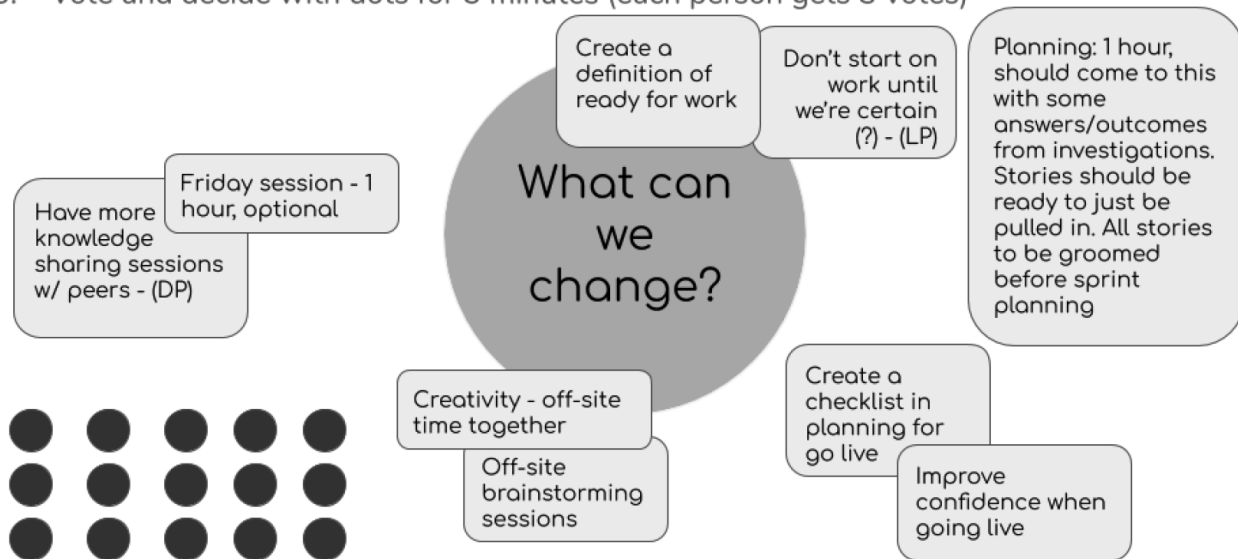


FIGURE 6: DOT VOTING TO MAKE DECISIONS

## Instructions

1. Generate ideas for 5 minutes (grab a sticky)
2. Group discussion for 15 minutes
3. Vote and decide with dots for 5 minutes (each person gets 3 votes)

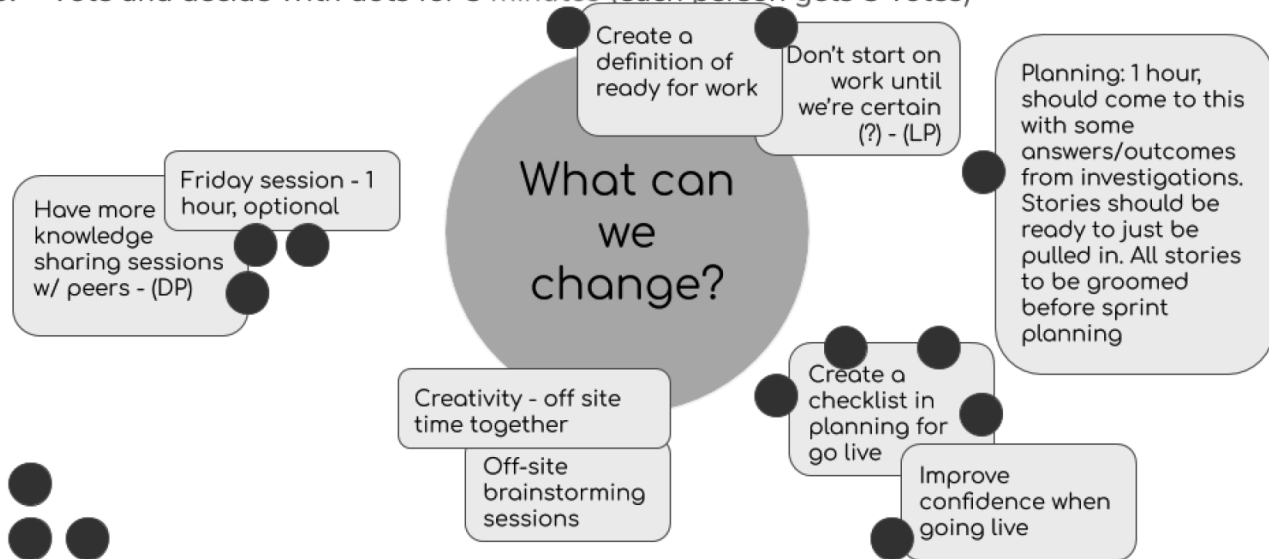


FIGURE 7: CREATING LINKS FOR PRE-READING

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## **PURPOSE**

Explore the theory around  
estimating projects and  
consider our team's  
approach

### Agenda:

1. Reading [5 mins]
2. Explore main points [25 mins]
3. Consolidate & close [15 mins]

**Reading material**  
(if you come across anything  
else, please paste it here)


1. Link 1
2. Link 2
3. Link 3
4. Link 4
- 5.
- 6.

Any questions/  
comments

Any questions/  
comments

Any questions/  
comments

## Go live - 1 month from today



Color your circle based on how confident you feel right now:

- **Green = Super confident**
- **Yellow = Slightly unsure**
- **Red = No way**

Names in dotted circles: Kyla, Thuso, Lee, Jen, Terri, Ruon.

FIGURE 9: PRE-POPULATED NAMES MAKE IT EASY TO PARTICIPATE

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## Go live - 1 month from today

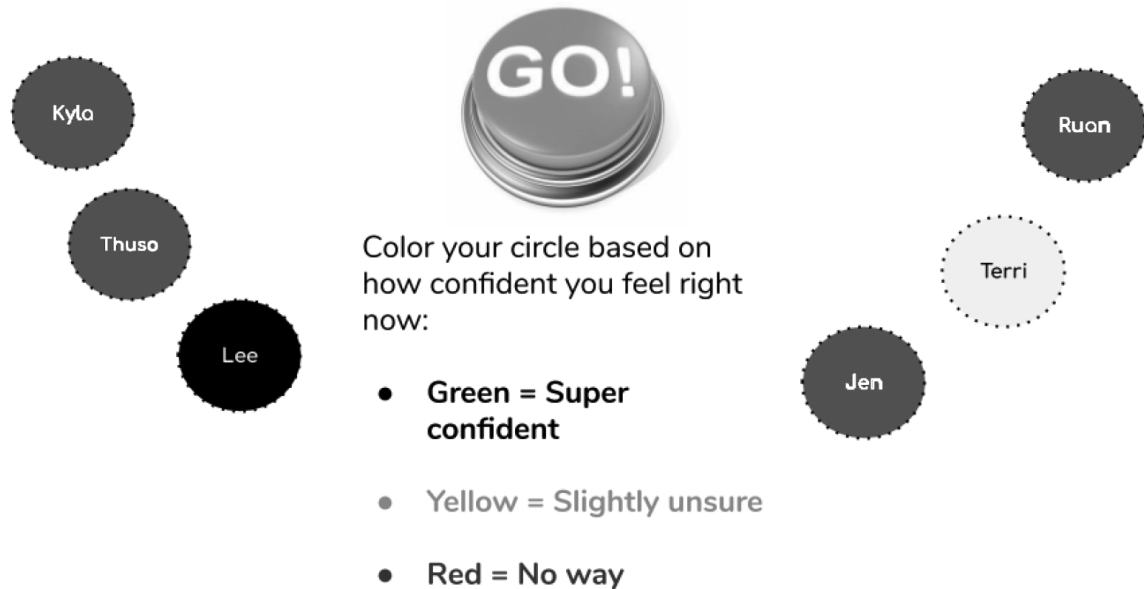


FIGURE 10: MAKING THE AGENDA AND SESSION AGREEMENTS VISIBLE

# AGENDA

What **principles** are important?

[15 mins]

What **complicates** remote meetings?

[20 mins]

*Quick  
body  
break*

**How** might we improve the quality of remote meetings?  
[25 mins]

Sharing and **close**

[10 mins]



Raise hand to speak



Mute if in a noisy area



It's ok to feel tired. If so paste a

FIGURE 11: CREATING ARTIFACTS FOR PARTICIPANTS TO CO-CREATE DOCUMENTATION

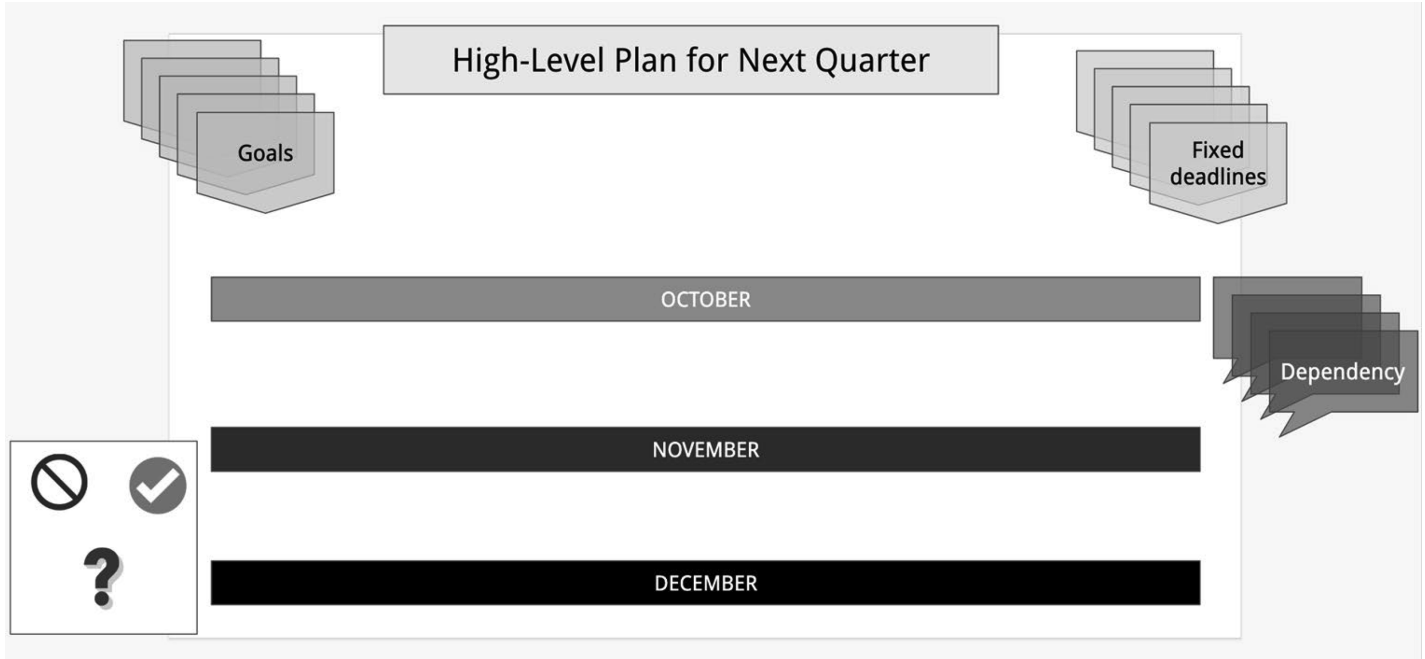


FIGURE 12: PARTICIPANTS HAVE USED THE PREMADE ARTIFACTS

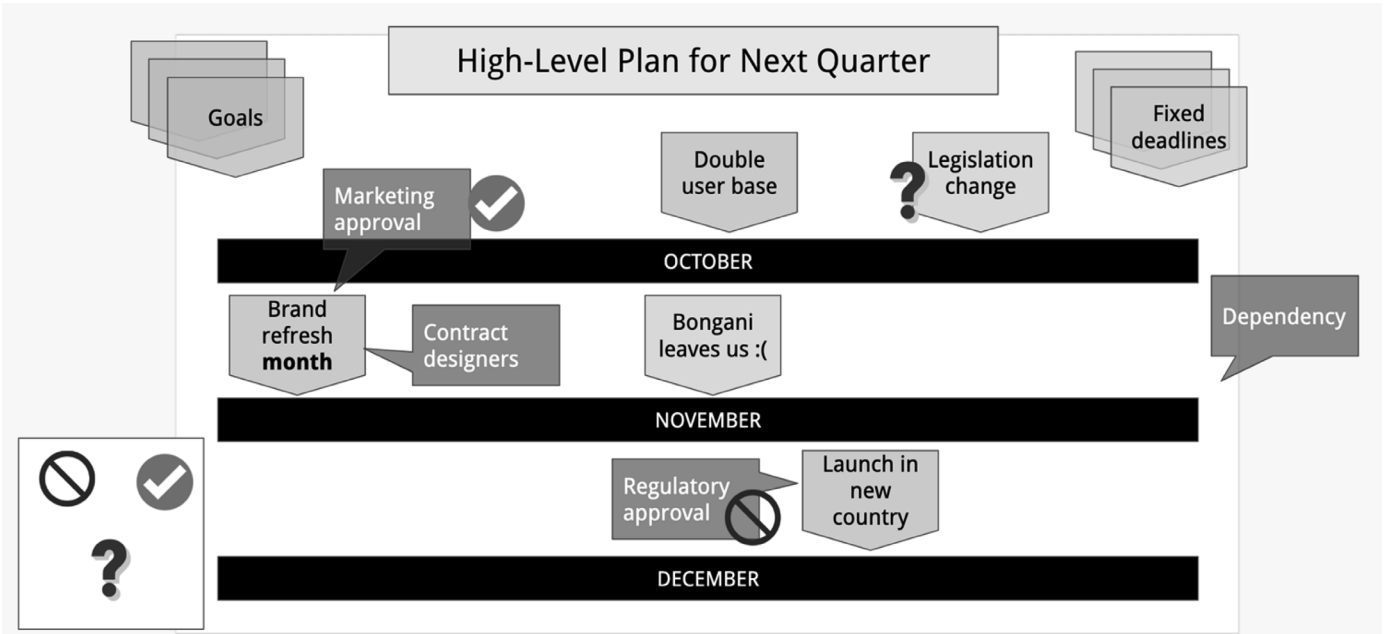
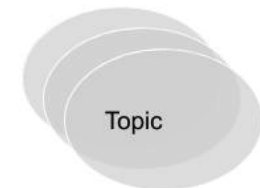
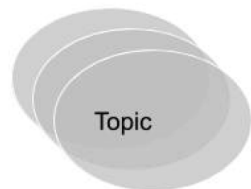
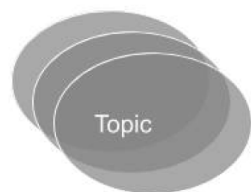




FIGURE 13: CUES ALLOW PARTICIPANTS TO INDICATE WHEN THEY WOULD LIKE TO MOVE ON FROM THE TOPIC



# Team Meeting

Timebox: 2 hours



 If at any point you feel we're stuck or spending too long on a topic, drag a clock into this square to indicate you'd like to move along

We might not move along straight away, but as soon as we see lots of clocks we know something...



FIGURE 14: PARTICIPANTS HAVE MOVED THE CLOCK ICONS TO INDICATE THAT THEY WOULD LIKE TO MOVE ON

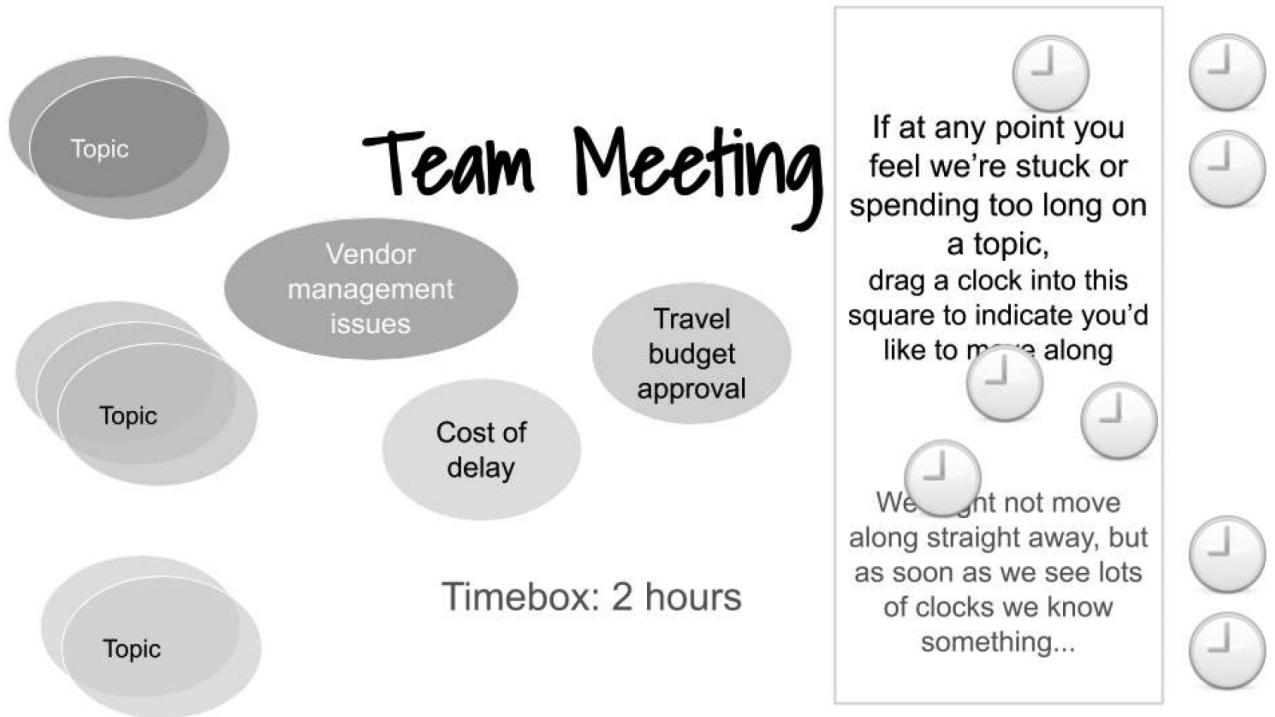


FIGURE 15: GIVING PARTICIPANTS AN INDICATION OF WHERE THEY ARE

The image shows a digital meeting interface. On the left is a vertical sidebar with slide thumbnails numbered 15 to 19. Slide 15 is the current slide, titled 'AGENDA'. The main content area displays the agenda items as grey note cards with durations:

- What **principles** are important? [15 mins]
- What **complicates** remote meetings? [20 mins]
- Quick body break*
- How might we improve the quality of remote meetings? [25 mins]
- Sharing and **close** [10 mins]

Below the agenda items are three callouts with icons and text:

- A hand icon with the text: 'Raise hand to speak'
- A muted speaker icon with the text: 'Mute if in a noisy area'
- A tired face emoji with the text: 'It's ok to feel tired. If so paste a'

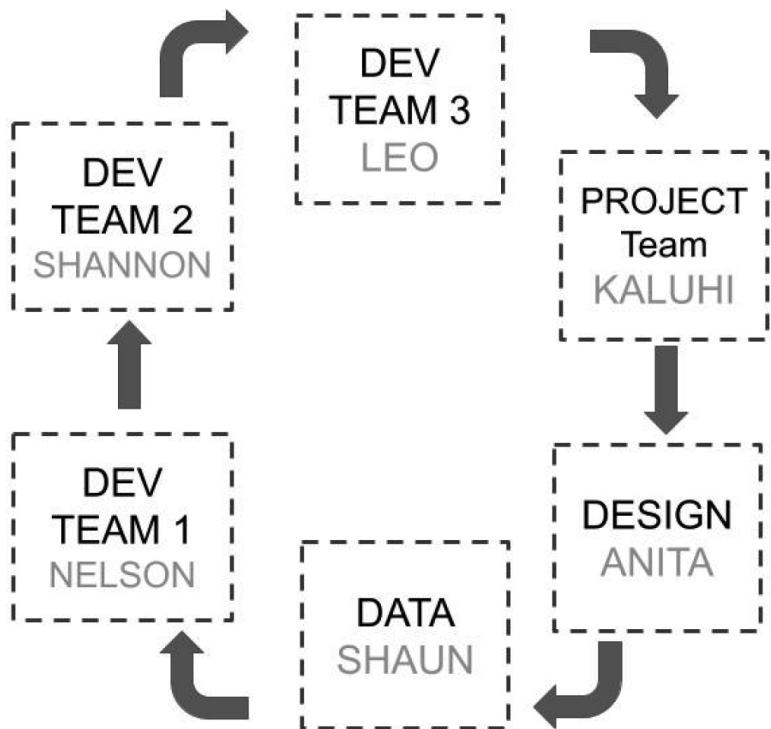
The interface includes a horizontal timeline at the top (1-9) and a vertical timeline on the left (1-5).

FIGURE 16: SIMPLE VISUAL NOTE-TAKING DOCUMENT

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<p><b><u>Attendees:</u></b> Wesley, Bronwyn, Toufeeq</p>	<p><b><u>Tomorrow:</u></b></p> <ul style="list-style-type: none"><li>● Vision and alignment. Phil to go through his docs and give background.</li><li>● Getting GOG to understand the context.</li><li>●</li></ul>	<p><b><u>Design Session Monday:</u></b></p> <p>Who:</p> <p>What:</p> <p>Outcome:</p>
<p><b><u>Purpose:</u></b> Next steps for the project kick off</p>	<p><b><u>Potential Epics &amp; Stories:</u></b></p> <ul style="list-style-type: none"><li>●</li></ul>	<p><b><u>Actions:</u></b></p> <ul style="list-style-type: none"><li>●</li></ul>
<p><b><u>Outcome:</u></b> A plan for moving the project forward</p>		
<p><b><u>Things to be decided:</u></b></p> <ul style="list-style-type: none"><li>- When to have project kick off</li><li>- Epics and what we need/want</li><li>- What can we be ready with on Monday</li></ul>		

FIGURE 17: VISUALIZING SPEAKING ORDER TO GUIDE THE GROUP



# THE HUMANS

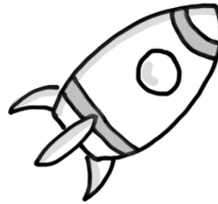
1. Introduce your team
2. Show us who you are
3. What to expect in your demo breakout room

FIGURE 18: REMOTE SPACE AGREEMENTS

# Getting the best out of today!

## Timeboxing

We have limited time  
so we will timebox  
sections - listen for  
the bell



## Flow

Please add **questions**  
on slide 12

## Zoom

If you are battling,  
please use **chat** to  
raise issues  
**MUTE** yourself

## Anything Else...

## Using the slides

Zoom out so you can  
see everything  
Keep it in **edit** mode

FIGURE 19: VISUALLY RECORD OUTCOMES

## ACTIONS

From last time	Who	When
Metrics discussion with Devops and our team	Wesley	End of this week
Provide comments to API specs	Technical Work Group	By Thursday
Share documents with the whole working group	Caleb	By tomorrow (July 3rd)
What	Who	When
Share product release documentation	Roxanne	End of today
Discuss deploy to staging for testing	Jacqui	End of this week

FIGURE 20: BRINGING AWARENESS TO DIFFERENT TIME ZONES

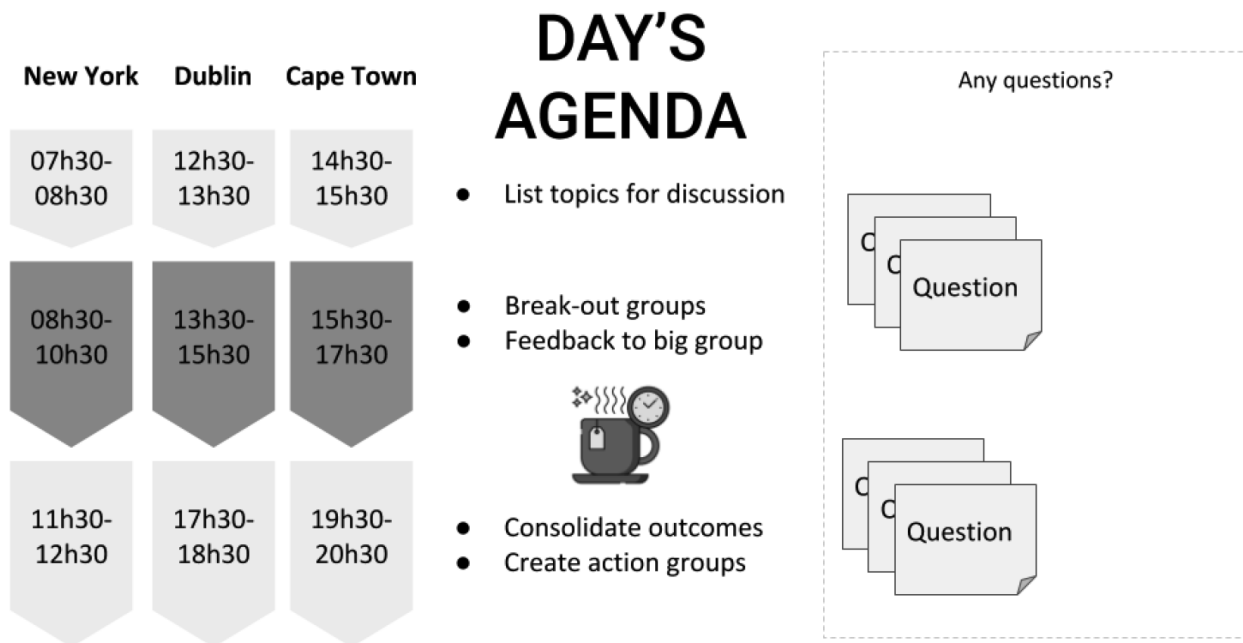




FIGURE 21: USING METAPHORS TO GUIDE CONVERSATION

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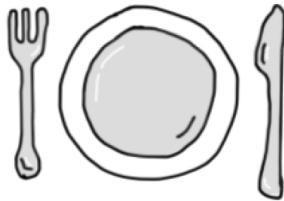
## Risk and Compliance

### Purpose: Plan for the coming audit



Understand what vegetables we need to eat

(25 minutes)



Create a meal plan for these vegetables

(25 minutes)



Decide next steps

(10 minutes)

FIGURE 22: PROVIDING SPACE FOR PARTICIPANTS TO PASTE SONG LINKS

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While we wait for people to join, paste a link to a  
song that makes you smile  
(there's silent writing coming...)



FIGURE 23: MEETING ARTIFACT

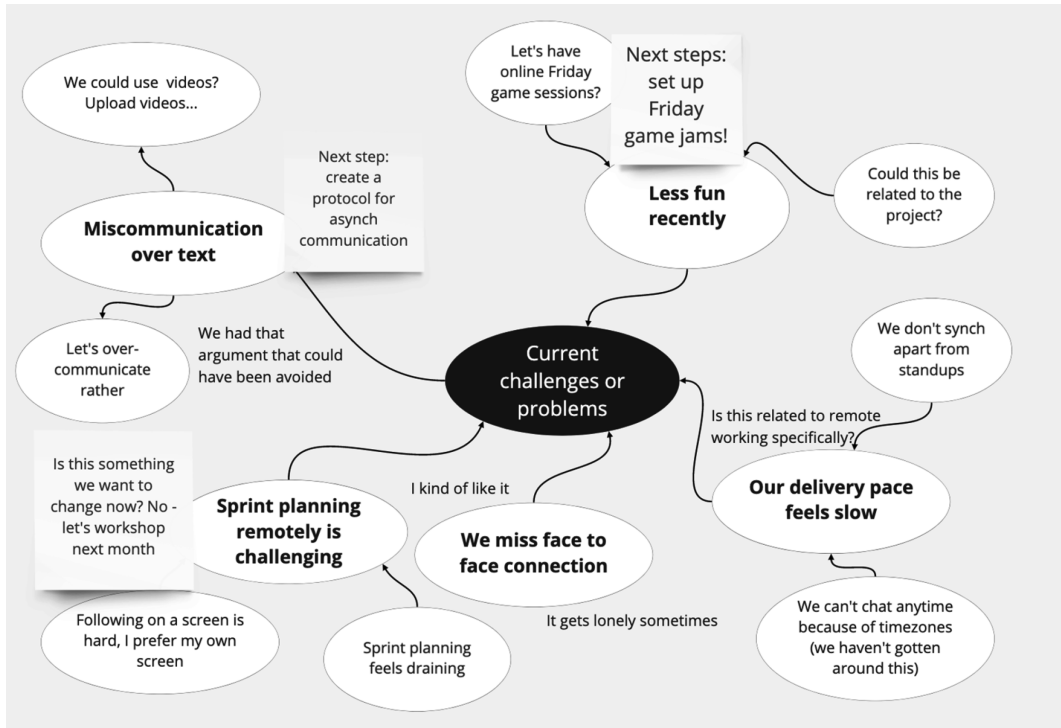


FIGURE 24: MEETING OUTCOMES

## Meeting Summary:

Purpose: Explore current challenges faced with remote working and identify opportunities to improve

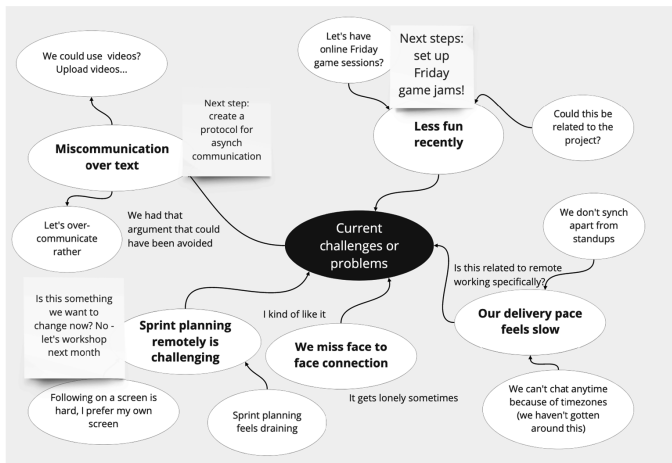
### Outcomes:

1. Create a protocol for asynchronous communication (Andrea and Monique - 20 Dec)
2. Friday Game Jam sessions (Thabo and Ayesha - 15 Dec)

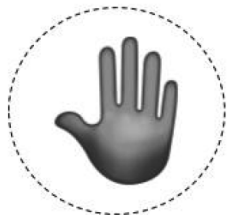
### Open Topics:

- How do we improve sprint planning?
- Delivery pace concerns

Link to meeting notes: [www.miro/sdasdd....](http://www.miro/sdasdd....)



**Purpose:** Evolve our plan by looking at what was built and what that means for next sprint



1. **Quick check-in** [5 mins]

2. **Demo complete stories** [20 mins]



3. **Adapt the plan** [20 mins]

4. **Anything to add?**

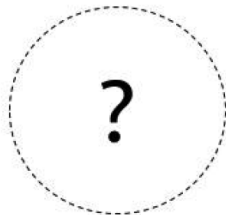


FIGURE 26: CHECK-IN QUESTION

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How do you feel about this sprint?  
Find a picture to represent it...

5 mins

FIGURE 27: PARTICIPANTS HAVE ANSWERED THE QUESTION BY PASTING AN IMAGE

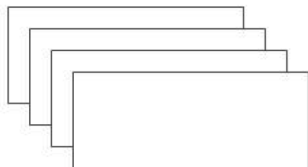
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How do you feel about this sprint?  
Find a picture to represent it...

FIGURE 28: SCREENSHOT OF THE TEAM'S VIRTUAL SPRINT BOARD

## Feedback/Questions



# Review what was completed

1. Look at each story that was **completed**
2. Share your screen and demo

The screenshot shows a virtual sprint board interface with the following columns and items:

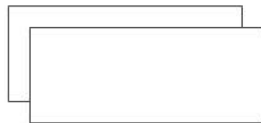
- To Do**: Create UI for whitelisting
- In Progress**: Disable certain buttons based on user permissions
- Review**: Update Terms and Conditions
- Done**: Enable a user to logout, Verify credentials, Change colours to conform to new brand standards

A callout bubble in the bottom right corner of the screenshot contains the text "20 mins".



FIGURE 29: TEAM'S VIRTUAL SPRINT BOARD WITH COMMENTS ADDED

Feedback/Questions



## Review what was completed

1. Look at each story that was **completed**
2. Share your screen and demo

**Sprint** \*\*\* ☆ Personal Private Invite

**To Do** ...

- Create UI for whitelisting
- + Add another card

**In Progress** ...

- Disable certain buttons based on user permissions
- + Add another card

**Review** ...

- Update Terms and Conditions
- + Add another card

**Done** ...

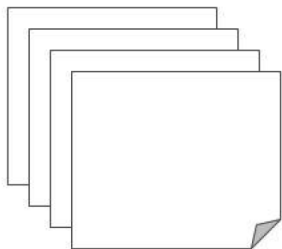
- Enable a user to logout
- Verify credentials
- Change colours to conform to new brand standards
- + Add another card

*Bug on credentials verification screen*  
**Outcome:** Log Bug (Adam)

*How will users navigate out of the Ts&Cs? I can't see the back button*  
**Outcome:** New story - back button enabled on Ts and Cs

20 mins

FIGURE 30: VISUALIZING A PLAN USING A TIMELINE



## Reflecting on the plan

What did we discover  
this sprint that  
influences the plan?

Mob testing

UAT's

GO LIVE  
WINDOW

JUNE

Shaun is on leave

JULY

20 mins

FIGURE 31: THE TIMELINE ONCE PARTICIPANTS HAVE INTERACTED WITH IT

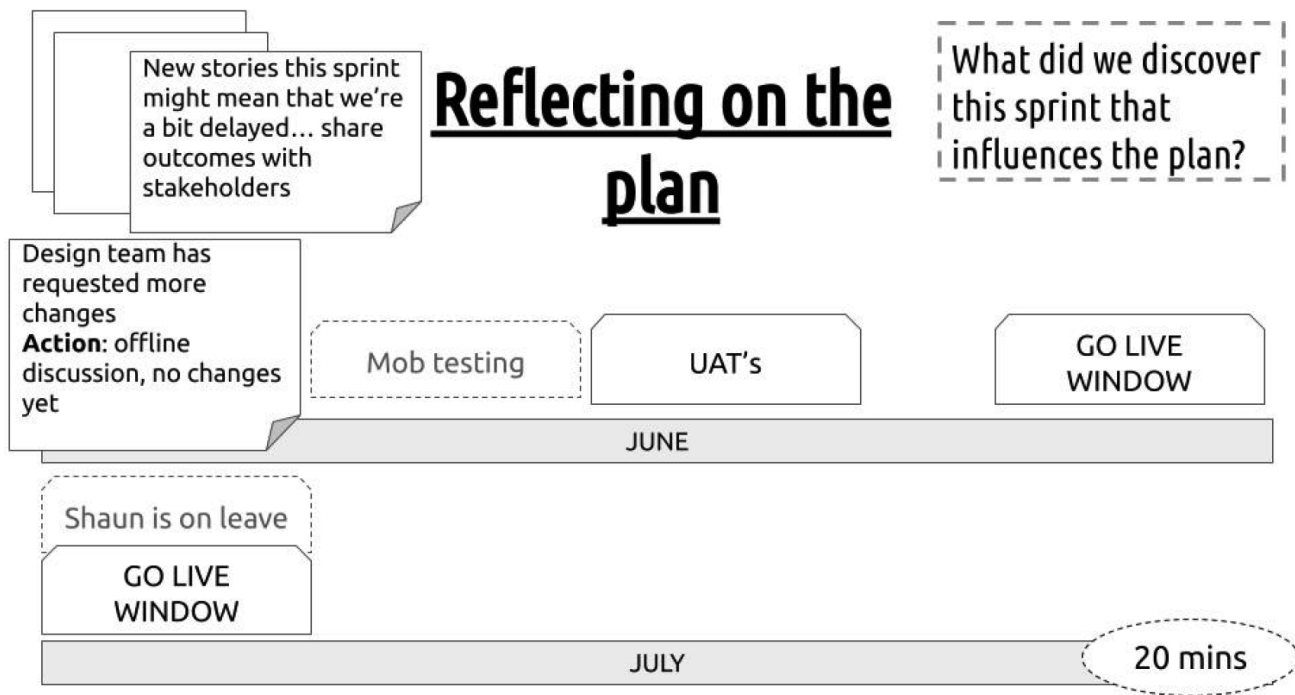
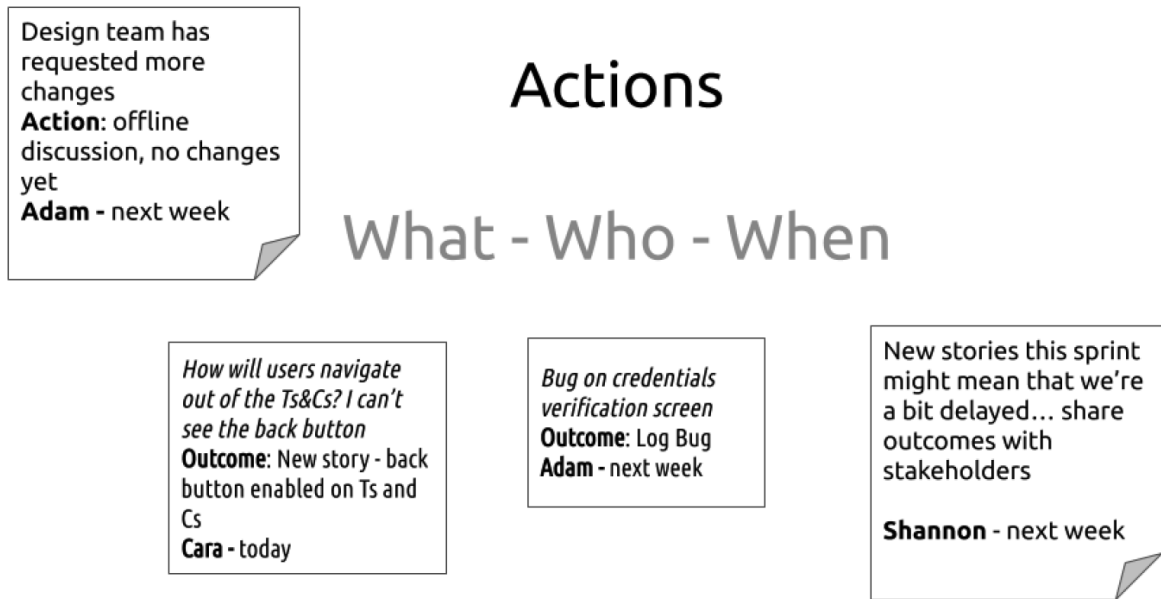


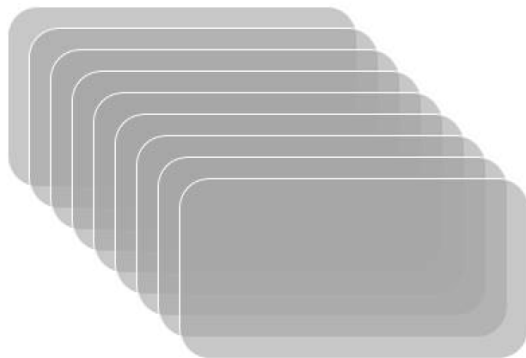
FIGURE 32: RECORDING ACTIONS FROM THE SESSION

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# Parking Lot

If further discussion is needed offline, add your comment on a sticky note here. **Please add your name** so we know who to follow up with.



30 mins

# Requirements Discussion

We will split into breakout rooms in Zoom and discuss the requirements in our smaller groups. Click on the link below for your group and more instructions will follow:

**[Breakout Room 1](#)**

**[Breakout Room 2](#)**

**[Breakout Room 3](#)**

**[Breakout Room 4](#)**

**[Breakout Room 5](#)**

FIGURE 35: VIRTUAL WHITEBOARD TEMPLATE FOR BREAKOUT ROOMS

**Breakout Room 1** 30 mins

- Here is a link to the [requirements](#)
- 5 mins reading time
- Add comments to the sticky notes and place in the relevant quadrant

Questions	Disagree/ Concerns
Discuss Further	I'm not sure






FIGURE 36: PROJECT VALUES SLIDER


As we build we may need to make tradeoffs.

1. Our Architect will kick us off and then use the raise hand function if you want to suggest a change
2. If something moves we will discuss

# Project Values

25 mins

Fast		Stable
Prototype		Reusable
No Interface		User Friendly
Manual		Automated
Product Specific		General



Architect



FIGURE 37: PROJECT VALUES SLIDER MOVED BY THE ARCHITECT TO INITIATE THE DISCUSSION


As we build we may need to make tradeoffs.

1. Our Architect will kick us off and then use the raise hand function if you want to suggest a change
2. If something moves we will discuss

## Project Values

25 mins

Fast		Stable
Prototype		Reusable
No Interface		User Friendly
Manual		Automated
Product Specific		General



Architect

**TABLE 1: SUMMARIZED TABLE OF PRINCIPLES AND METHODS**

<b>Create Equal Opportunity</b>	<b>Enable Flow</b>	<b>Guide with Visuals</b>	<b>Nurture Connection</b>	<b>Enable Playful Learning</b>	<b>Master Your Tools</b>
Go Fully Remote When You Can	Manage Expectations: Make the Agenda Visible	Enrich Information with Visuals	Open the Space with a Check-in Question	Craft Your Container	Start with a Purpose
A "Pseudo Body" as a Substitute	Manage Expectations: Make the Session Rules Visible	Reduce Cognitive Load with Clear Instructions	Work in Smaller Groups	Use Words Wisely	Arrive Prepared
Check Technology in the Beginning	Co-create Visual Documentation	Visualize Remote Space Agreements	Be Intentional about How You Show Up	Use Fun and Meaningful Visuals	Pivot When Necessary
Set up Virtual Stickies	Create Energy Cues	Visually Validate Outcomes	Bring Attention to Differing Contexts	Break the Silence with Music	Back Channels
Lightweight Mechanisms to Display Opinion (e.g., Dot Voting)	Make Space for Breaks		Pay Attention to the Space	Invite a Little Joy	Pair Facilitation
Allow Time for Pre-Reading	Root Participants in the Present		Make It Okay to Leave		Separate Meeting Artifacts from Outcomes
Pre-Populate Names					Consider Access and Security
Pay Attention to the Space					Choosing a Tool
<b>Maintaining Connection When the Call Ends</b>					
Amplify Immediately	Deal with Fallout	Asynchronous Communication	Replicate In-person Interactions	Remote Team Agreements	