Remote Agile
Facilitation Guideline

This template aims to facilitate the moderation of remote meetings. It will remind you of all important aspects for a successful meeting, enabling you to not only moderate, but also participate.

BEFOREHAND

PARTICIPANTS

- Decide whose attendance is important. Ask yourself: Which skills do we need, to reach the meeting goals?
- Interactive meetings should not be comprised of more than 8 participants.
- If your group surpasses 8 persons meetings should be sub-divided (e.g. using breakout rooms or liberating structures).

AGENDA

- Draft the key questions for your meeting.

TYP OF THE MEETING

- Define and stick to one type of meeting, e.g.:
  - status update (inspect).
  - decision-making meeting.
  - dynamic meeting, matching the current situation and development (inspect & adapt).

PREPARATION

- Communicate your goal(s) to all participants.
- Open relevant apps before starting the meeting (e.g. Azure DevOps, Jira).
- Prepare the video calling tool (e.g. Microsoft Teams, Zoom, Google Meet).
- Prepare the whiteboarding tool (e.g. Miro, Mural, Stormboard).
- Prepare a text chat tool if needed (z.B. Slack, Discord).

HINTS FOR HYBRID SETUPS

Hybrid meetings consist of some participants on location and some attending remotely. Conduct those meetings as if all participants were working remotely: everyone uses their own computer, only work with virtual tools (such as whiteboards) and keep discussions in the room to a minimum.
DURING THE MEETING

It's all about the participants, not about you—talk slowly, convey your points comprehensively. If you want to participate actively yourself, this can be kind of tricky, so try to stick to our tips.

INTRODUCTION
- Frame your meeting: what do you aim to achieve, what has been achieved up until now, what are the key questions?
- Share the agenda.
- Explain the rules.
- Ask all participants to activate and test their audio and video.

LISTEN ACTIVELY
- Get the discussion back on track: is it focused on the problem or on solutions?
- Avoid head-in-the-clouds thinking, focus instead on reachable goals.
- Use the right tools for the right tasks.
- Make sure someone keeps a protocol.
- If someone runs late, greet them non-verbally and reserve 30 Sekonds to update them on your current topic.

CHECK EVERY 3 TO 5 MINUTES
- Is everyone communicating constructively?
- Are audio & video still working?
- Mute participants with background noise and let them know in the text chat.
- Is someone raising their hand, virtually or in front of the screen? Give them space to share their ideas.
- Keep track of the remaining time.
- Enforce your timeboxes.
- Don’t exhaust the whole time of not necessary. Everyone is happy if a meeting ends 5 or 10 minutes before the scheduled time.
- Are all participants still required? Dismiss everyone who can’t contribute anymore.

OUTRODUCTION
- Ask how everyone wants the results documented.
- Document next steps and responsible participants.
- Collect feedback:
  - ROTI
  - Flashlight feedback
  - Thumbs up/down

AFTER THE MEETING
- Were all relevant persons present? Where do you share a wrap-up?
- What can you do right now to prepare a follow-up meeting? Make short notes.
- Schedule a follow-up or regular appointments.