

## Suddenly Distributed: Tools for Effective Agile Teams



**Diana Larson**  
Agile Coach



**Diana Larson**  
Online Collaboration  
Coach and Services Lead



**Nicholas Walsh**  
Chief Marketing Officer



**David Horowitz**  
Co-Founder & CEO



## Chat Transcript

0:31:00	From SR	Hello everyone!
0:38:54	From NS	love that definition of psychological safety, David! I have been a champion of this for a long time. :)
0:40:00	From MCS	I'd celebrate the learning coming out the mistake more than the mistake itself
0:40:13	From TP	Hello, how do you actually "celebrate" the oops?
0:40:21	From TH	Miro is a great collaboration tool. Highly recommended for many different applications.
0:42:53	From BS	What was the ice breaker website?
0:43:16	From PB	sounded something like: Icebreaker.range.co
0:43:38	From KB	<a href="https://icebreaker.range.co/">https://icebreaker.range.co/</a>
0:43:47	From BS	Thanks
0:44:49	From RW	How can you use this best with customers....? Would like your insights here team
0:44:51	David Horowitz:	You can also use these <a href="https://www.collaborationsuperpowers.com/supercards/">https://www.collaborationsuperpowers.com/supercards/</a> on any video chat
0:46:20	Hailey Temple:	Here's a team charter template I strongly recommend for co-creating charter with your team: <a href="https://www.mural.co/templates/team-charter">tps://www.mural.co/templates/team-charter</a>
0:46:20	From AH	NV = New voice
0:49:37	From KB	Why is it called the law of 2 feet?
0:49:44	From TP	At my company, most people are resistant to turning on their camera during videoconferences. How can I encourage people to turn on their camera in order to facilitate more of an in-person feeling?
0:50:31	From PF	Law of 2 feet - guessing it means you vote with your feet (and walk away)

0:50:58	From GP	With one of my customers, as an ice breaker, we asked them to use snap camera and create the craziest lenses to break the ice and make them comfortable to be in front of the camera. It seemed to work well
0:51:28	From ON	The law of 2 feet: You use your two feet to move yourself to a place where you can learn or contribute. It's from Open Space Technology. It sometimes gets re-worded "The Law of Mobility and Responsibility" since not everyone can use their feet to move themselves.
0:52:05	From TH	We do weekly meditations and have a scheduled Remote Falafel Friday this week. Game nights and happy hours are also part of our normal culture. So much fun, and you can chose to join or not join.
0:52:24	From BD	We are doing game hour using Jackbox.tv, once each iteration
0:52:57	From AA	great question on how to celebrate the oops
0:52:58	From SC	We do weekly meditations and Yoga at lunch time
0:54:07	From MB	Hi from Slovakia (Europe). We are doing #smilingcall every day at 12:55pm in order to say Hi and smile to each other. Is just 5' daily but it is so good!
0:55:26	From NS	I love giving kudos!
0:55:31	From CF	My two teams meet in the afternoon - Afternoon Social / Afternoon Stretch. This is for them join as they wish so they can actually see each other and have those water cooler type conversations. Scheduled every day to help us not feel so isolated
0:56:20	From EA	Please share all standard slack/MS Teams channels everyone has: I heard "Oops Wall" and Kudos in addition to the general channel - any others good to adopt?
0:56:31	Isaac Garcia:	Links from Nick are above in the chat...
0:56:49	From EJ	<a href="https://hallway.chat/">https://hallway.chat/</a> was one & Horse something?
0:57:09	From EJ	<a href="https://www.donut.com/">https://www.donut.com/</a> ?
0:57:20	From GP	<a href="https://www.horsepaste.com/">https://www.horsepaste.com/</a>
0:57:26	Hailey Temple:	We also have a #YELLING channel at MURAL in Slack. You can only type in all caps. Great for addressing frustration and feeling heard!
0:58:59	From CS	we have a kitchen Slack channel for a coffee break or spontaneous chat
1:00:48	From JC	Love the kitchen Slack channel idea .... thanks Catia!
1:01:12	From AB	Thanks for the valuable contributions here! all is gold!
1:01:59	From AU	I also have to drop. Thanks for everyone's contributions! Be safe
1:02:07	From CD	@Nick: I don't see your links in the chat, could it be you did post to panelists only? Could you repost it to all panelists and attendees?
1:02:22	From EJ	Same
1:02:29	Erika Brooks:	Yes - we'll be capturing all the tools mentioned and links we can in a follow up blog post

1:02:36	Hailey Temple:	Hi Euvin, I will have someone get in touch with you!
1:02:59	From KB	Thanks Erilka!!
1:03:24	From JW	Collaboration tool with whiteboards: <a href="https://www.mural.co/">https://www.mural.co/</a> Agile retrospectives: <a href="https://www.retrium.com/">https://www.retrium.com/</a> Collaboration Supercards (for online meetings): <a href="https://www.collaborationsuperpowers.com/supercards/">https://www.collaborationsuperpowers.com/supercards/</a> Icebreaker questions for meetings/training: <a href="https://icebreaker.range.co/">https://icebreaker.range.co/</a> Online collaboration tool (free for up to 10): <a href="https://www.range.co/">https://www.range.co/</a> Codenames (game) online: <a href="https://www.horsepaste.com/">https://www.horsepaste.com/</a>
1:04:02	From RZ	unfortunately I have to leave will this session be recorded and shared?
1:04:27	From SM	sharing the recording as soon as we can at @RetriumHQ on twitter
1:04:39	From RZ	thnx
1:04:40	From NF	Some of our teams are actually experiencing a higher velocity but your point is valid @Isaac
1:05:49	From EJ	My teams Velocity have increased as there are less distractions for most of the team members.
1:06:01	From LB	teammood on slack is a once a day check in that is great for that
1:09:25	From BVD	It is standard at my company to have Purpose, Process and Outcome on all scheduled meetings.
1:09:31	From AH	schedule meetings for 25 or 55 minutes. gives folks five minutes to stretch before next meeting
1:09:43	From CV	how do people deal with 'awkward' pauses in order to not lose people who are less engaged during a call.
1:09:57	From AH	we have a company norm to include POST in every meeting request. Purpose Outcome Structure Timing
1:10:05	From SG	another small but nice touch - it's nice to include why you've copied the people you have on emails to multiple people
1:10:10	From MP	There are called speedy meetings, where you schedule meetings with 25 or 50 minutes to have a time to focus on the next meeting.
1:10:42	From PB	I'm talking with our admins about changing default durations of meetings from full hours, etc., to ending at least 5 min before the next hour... An "official" way to encourage ppl to leave time between meetings - and don't just use every last minute because it's on the calendar invitation...
1:10:48	From GP	Speedy matings is.a setting in your Google Calendar or Outlook. People will appreciate your thoughtfulness
1:10:58	From GP	And you can use it to make meetings more purposeful
1:11:21	From GP	*meetings
1:11:36	From AH	How do you deal with the awkward silence when someone presents? we've have these quiet applauses that are so weird. Maybe the cards would help.

1:12:03	From SL	This is exactly how I had to handle a team with some people in California and others in Tallinn Estonia
1:12:14	Hailey Temple:	A great exercise we have is Where are We? The team share out where they are, what they like about that place, and recognize and celebrate differences. <a href="https://app.mural.co/template/85860508-9cf7-440d-82bc-61d49dd76f4e/04ea9976-97f3-4a52-9680-47d4eef20e2d">https://app.mural.co/template/85860508-9cf7-440d-82bc-61d49dd76f4e/04ea9976-97f3-4a52-9680-47d4eef20e2d</a>
1:12:15	From SL	Multiple meetings with an ambassador
1:13:58	Hailey Temple:	Geekbot is popular for asynchronous standups it's a slack app
1:14:08	Hailey Temple:	And Range!
1:15:38	From GP	Love it - "Synchronous meetings are a privilege, not a right". Well said, @David
1:15:45	From PF	With distributed aren't synchronous more required to build the trust ect?
1:16:06	From PF	If everyone opted for Async then we'd never get to know each other
1:16:24	From DS	How are you handling the need to get approvals from your legal and security team procedures for getting approval to use these tools that you are using
1:16:38	From DKJ	This is an awesome session. Worth the time today. I hope there will be a recording to follow Thankyou
1:16:52	From SK	please do send out the recording. thanks!
1:17:14	From ON	Key question from Doug Snyder. Needs to be addressed by every tool company.
1:17:22	From MRC	This has been a wonderful session! Thank you so much for all of your great insight.
1:17:23	From NY	this has been so helpful. I am inspired to try out some new techniques!
1:17:47	From VW	Will the chat transcript be sent out as well? That would enable us to catch what we may have missed.
1:17:49	From AA	it would be awesome to have a slack to continue this
1:18:03	From RL	Or use Mural or Miro
1:18:08	Isaac Garcia:	Last section will include a rapid fire tool recommendation section. In the chat, feel free to share 1-3 favorite, "must have" tools
1:18:52	From BD	Miro and Asana
1:19:00	From AM	zoom
1:19:00	From EJ	Mural
1:19:01	From AM	miro
1:19:13	From AM	jam board
1:19:13	From RB	Polly for polls on MS Teams
1:19:14	From AB	MSTeams

1:19:16	From MB	<a href="https://retrotool.io">https://retrotool.io</a>
1:19:17	From CF	Miro.com for retros. Can still put up sticky notes!
1:19:22	From AA	how does an asynchronous standup provide something different than a status report? never done one and hard to vision
1:19:22	From RL	Zoom breakout rooms, Miro, MentiMeter
1:19:24	Hailey Temple:	We have pre-built templates to save you time in MURAL building meetings, too. <a href="https://www.mural.co/templates">https://www.mural.co/templates</a>
1:19:25	From TB	I think pallet is good for preparation and mentimeter for summaries
1:19:33	Isaac Garcia:	Krisp is MAGIC!
1:19:49	From JMF	Many thanks for sharing knowledge, tips and tools. Be well and safe!
1:20:24	From TB	I meant padlet, I had autocorrection.
1:21:27	From MB	On skype you can also set up different background so in our team we have lot of fun about!!
1:22:00	David Horowitz:	The tools I mentioned are: Krisp.ai VideoFacilitator.com <a href="https://thewebaround.com/">https://thewebaround.com/</a>
1:22:05	From JH	metroretro.io for retros
1:22:20	David Horowitz:	And <a href="http://www.retrium.com">www.retrium.com</a> for retrospectives :)
1:22:26	From TR	Just bought a corsair legato green screen. It's collapsible and gives a really flat surface behind you.
1:23:34	From PB	re: legal & security: it sucks, but must be done. no tool is worth a security breach where your users' info is leaked. if you haven't already, ask around until you find out who processes new software requests, what the process is, what the forms are... talk to the person/ppl and find out what they need. try to do as much of the legwork as possible, like the research to fill in all the fields so your legal and InfoSec teammates can assess the risk - and hopefully approve the new software! :-)) good luck!
1:24:28	From KL	An additional thought on new tools - ADA compliance can be really important.
1:24:29	Isaac Garcia:	Join a virtual community like Coaching Agile Journeys
1:25:16	From GP	Great tips and conversations. Will all the amazing tools shared in this chat be communicated after this session?
1:25:20	From WG	Wow, this is one of the most interesting Webinar I have ever attended! Thanx a lot! It fits to the Situation!
1:25:26	From CG	Thanks so much for this - learned so much! Really, really worthwhile. Stay safe & healthy.

1:25:30	From JC	This has been an awesome session. As an Agile coach, these are some amazing tools and ideas that I will be sharing with my fellow coaches and teams. Thank you so much!
1:25:51	From PB	Big, warm, fuzzy thanks to the panelists, Isaac, and all these chatters!! LOVE YOU.
1:25:52	From AH	awesome!! most helpful webinar I've attended in weeks!
1:25:56	From RB	<a href="https://www.jabra.com/business/speakerphones/jabra-speak-series">https://www.jabra.com/business/speakerphones/jabra-speak-series</a> If you want to eliminate the headphone.
1:26:02	From SA	Retrium is awesome!!!
1:26:03	From SL	Thanks!!!
1:26:04	From TP	This has been an amazing session! Thank you so much to all of the panelists and to the Host!
1:26:05	From TH	Thank you all for your time and sharing with us!
1:26:05	From CD	Great session, thx panelists.
1:26:28	From IM	Thanks guys. Check out <a href="http://www.arkleandco.com">www.arkleandco.com</a> for some leadership team guides...
1:26:33	From MV	Thank you! great session!
1:26:37	From JH	Cheers everyone, looking forward to using some of these psychological safety techniques
1:26:49	From MM	thanks