



Create a remote environment

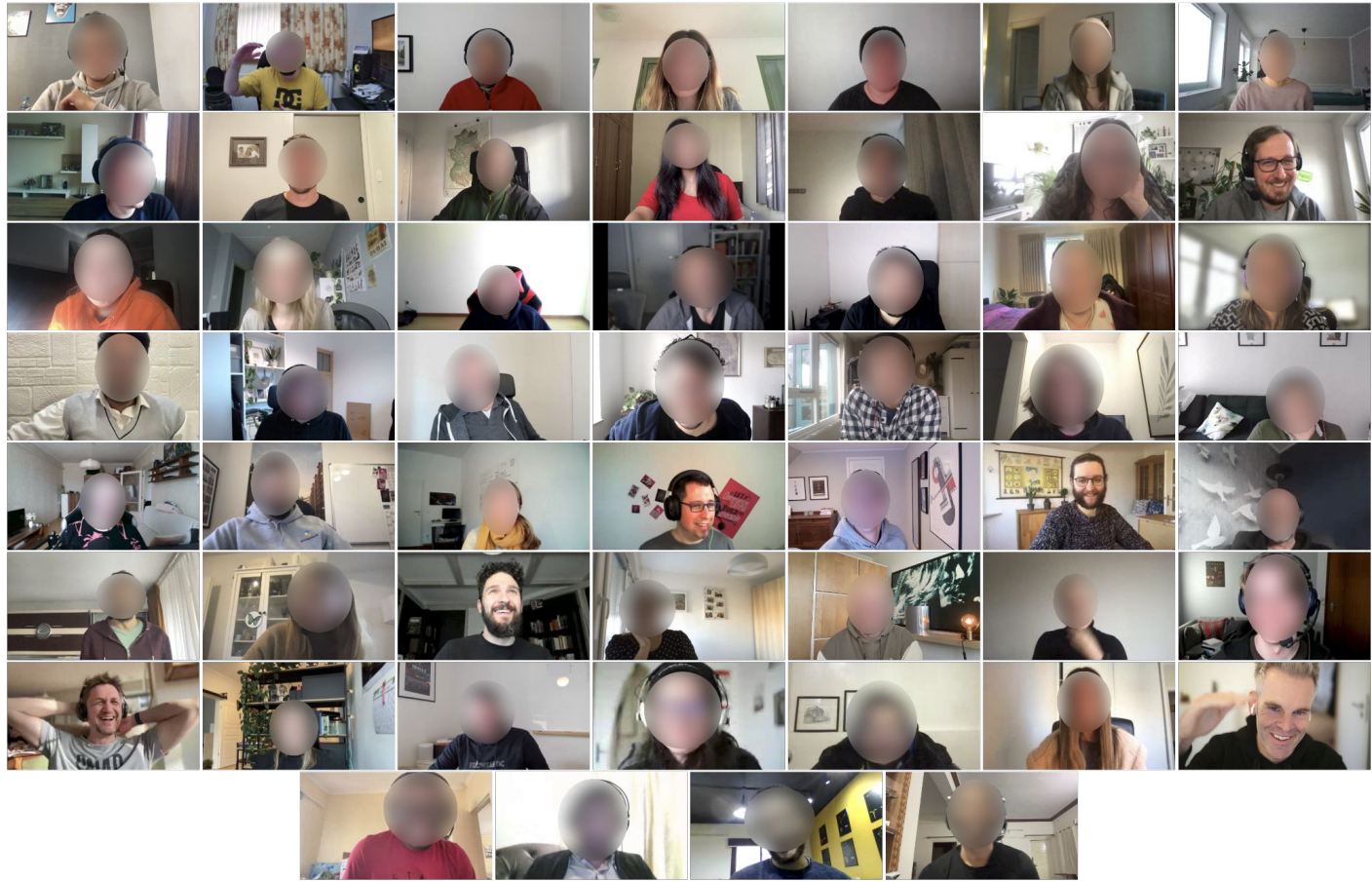
that does not suck

2023-09-23




Background: Frontastic


- Founded 2017 in Münster (middle of nowhere in Germany)
- 100% remote (= remote native)
- Sold 2022 to commercetools with
 - more than 65 employees
 - from all continents

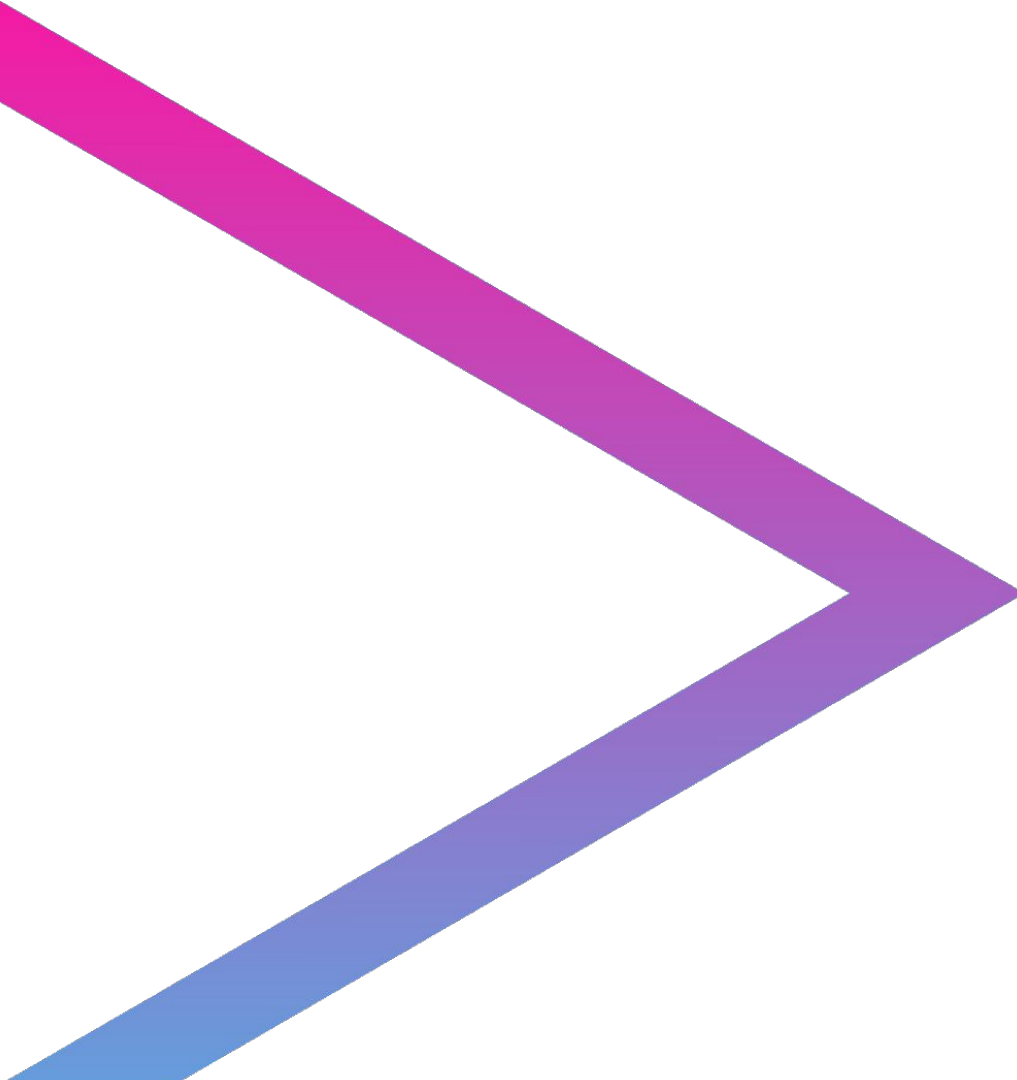


Levels of remoteness

- Single office
 - Multiple offices
 - Homeoffice option
 - Mixed mode (offices + remote workers)
 - Remote native
- 

Dangers of remote work

- Knowledge silos
 - Lack of communication
 - Social distance / isolation
 - Video call hell
 - ~~Missing control~~
- 



If you have remote
people everyone
needs to work the
remote way

Principles of (our) remote work

- Transparency first
- Asynchronous where possible
- Structured communication & information push
- Remote socializing
- In-person meetings

Toolstack!

Slack

- Slack as the basis of all communication
 - Asynchronous communication!
 - Response time 4 hrs. During work hours
 - If you need urgent feedback -> Give a call!
- Public channels only (minimal exceptions)
 - Avoid direct messages!
- Topic based channels
- Push information to relevant stakeholders

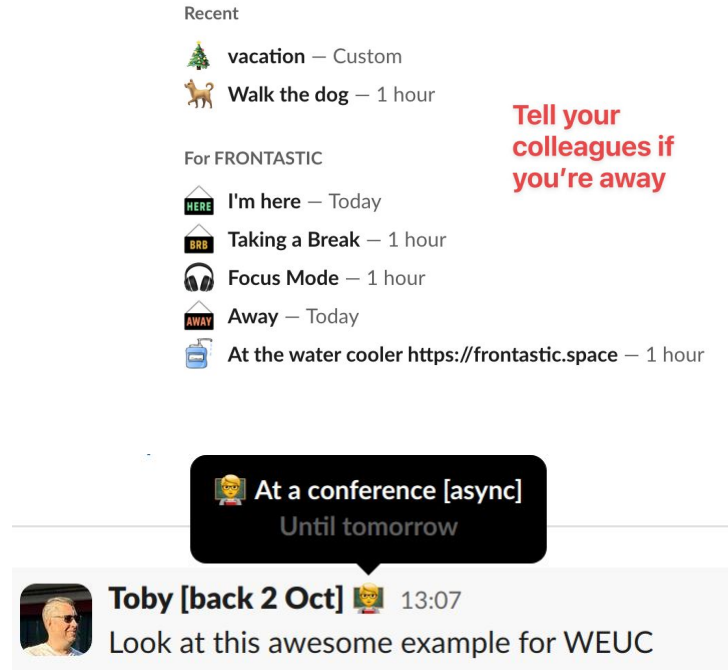
Slack

Channel prefixes:



- #project-...
- #team-...
- #project-...
- #help-...

Only very few mandatory channels:






- #company-must-read
- #team-<your team>




Recent



-  vacation — Custom
-  Walk the dog — 1 hour

For FRONTASTIC

-  I'm here — Today
-  Taking a Break — 1 hour
-  Focus Mode — 1 hour
-  Away — Today
-  At the water cooler <https://frontastic.space> — 1 hour

Tell your colleagues if you're away

 At a conference [async]
Until tomorrow

 **Toby [back 2 Oct]**  13:07
Look at this awesome example for WEUC

Slack bots

<https://geekbot.com/>



Toby APP 08:36

Tobias Schlitt posted an update for **Principal engineer standup**

What will you do today? Which teams will you serve?

Show around [@Dima](#) in our monorepo. Update manifest file proposal to incorporate feedback. Remaining time: Kubernetes course.

Transparency first: Any special challenges, circumstances, issues ...?

It's my last day before a 1 week timeout.



Toby APP 16:46

Tobias Schlitt posted an update for **Something about you**

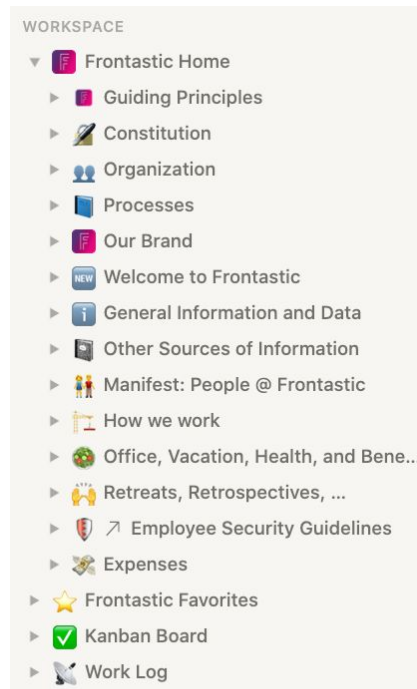
If you could be any supernatural creature, what would you be and why?
Obviously a unicorn. Or Hancock. 😄 (51 kB) ▾



❤️ 8 🍷 1 🗨️

Notion

- Wiki / knowledge management
 - on steroids!
- Database
- Beautiful by default
- Markdown syntax
- <https://notion.so>




Knowledge management

- Fixed global structure
 - Team custom structures

 - Conserve knowledge in writing
 - Meeting summaries
 - Decisions + how you got there
 - ...


 - Invest time into preparing information for the reader

 - Make knowledge management part of the culture
 - “Clean up Notion day”
- 

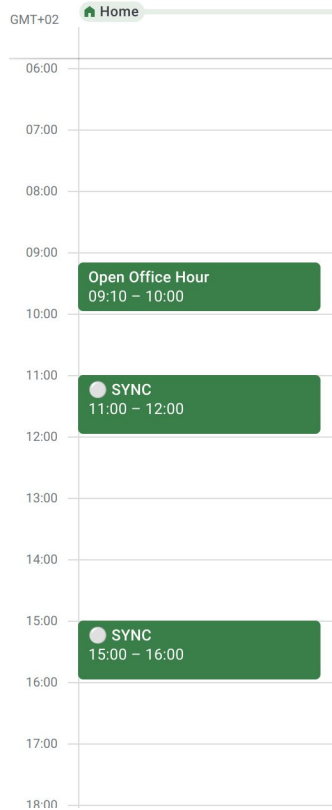
Remeet

- <https://www.remeet.com/>
 - Meetings how they are meant to be!

 - 2 dedicated hours for meetings per day
 - Meetings auto-scheduled by importance & lag
 - Recorded by default (& transcribed)
 - Transparent by default
 - Easy scheduling of recurring meetings & follow-ups

 - Social meetings included
- 

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2



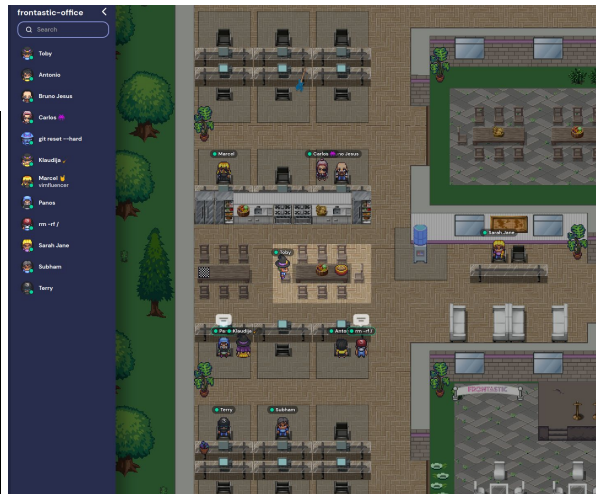
Tue, Oct 3 11 AM - 12 PM Sync hour in 1 week Preliminary agenda Finalizing in 9 days ACCEPTED

Preliminary agenda topics

- Duplicate logs at the replicator?**
In 2 Weeks Oct 3 11 AM
Transparent by Markus
10 min CE normal 5w
Overdue? Tentatively
- Makus & Toby: Check-In || Äffchen**
In 2 Weeks Oct 3 11:10 AM
Transparent by Tobias
15 min CE normal weekly
Sep 18 2w Overdue? Tentatively
- Dima & Toby: 1:1**
In 2 Weeks Oct 3 11:25 AM
Private by Tobias
15 min CE less important
Sep 25 1w 1d Tentatively
- Editions briefing with Principals**
In 2 Weeks Oct 3 11:40 AM
Transparent by Dolapo
10 min CE normal 1w 4d
Tentatively

10 minutes free

Gather Town



Social activities

- Social Geekbot standups
- Organized “watercooler chats”
- Online team social events (work time!)

Social event ideas:

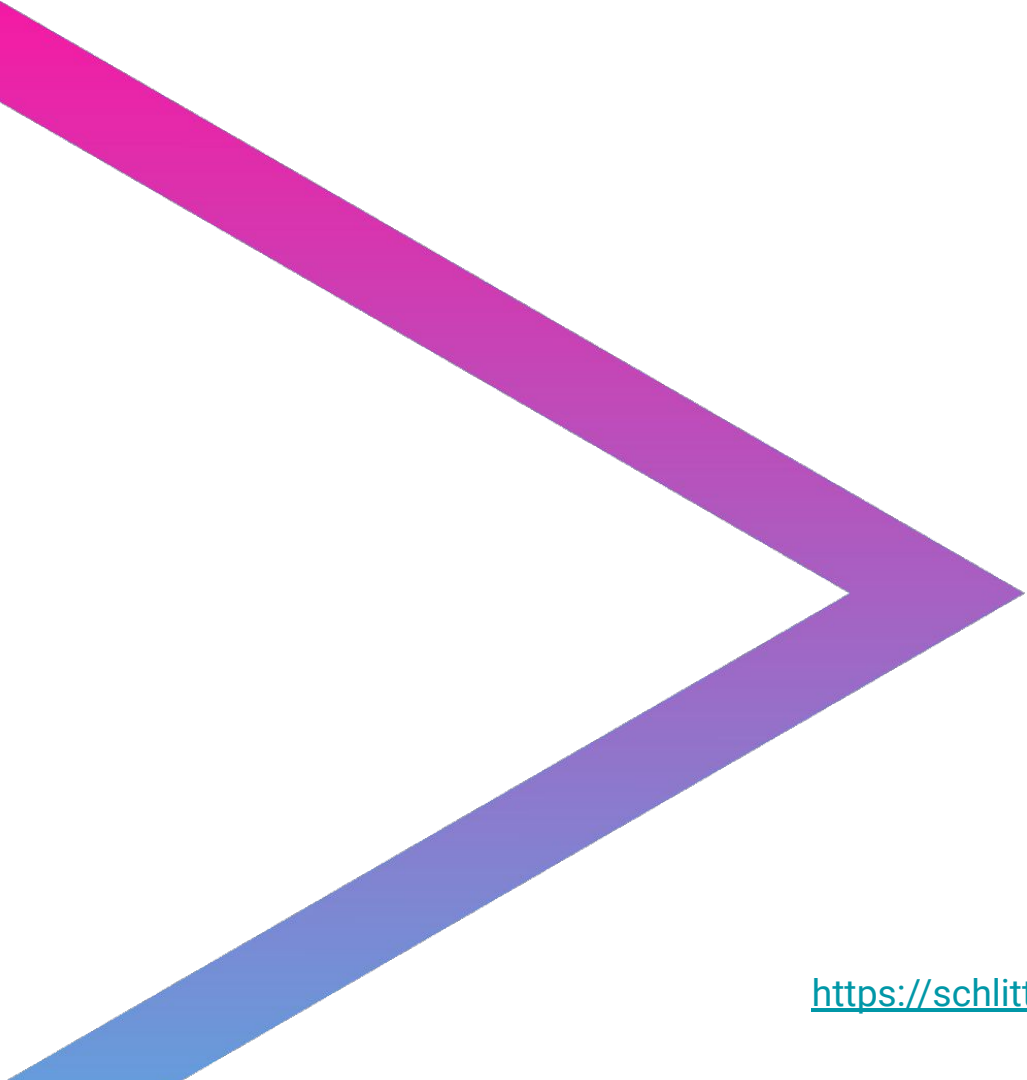
- <https://garticphone.com/>
- <https://skribbl.io/>
- Pub quiz
- Remote escape room
- ...

Meet in person!



The essence

- Communication
 - Knowledge management
 - Organized sociality
 - Toolstack
 - Culture is everything
 - Involve everyone
 - Take it serious
- 



Q/A

<https://schlitt.info>