



Ways to collaborate outside of meetings

Does team collaboration require a face-to-face meeting? Not necessarily. Depending on what you're trying to do, here are some ways to communicate and get 'er done, together, but asynchronously.

Google Doc: Just because you're not meeting doesn't mean the team isn't communicating and collaborating. Other ways to communicate include:

- Review an outline and provide comments
- Ask questions
- Request feedback or additional input
- Create a shared plan
- Share status
- Create checklists for team
- Capture ongoing ideation
- Update ongoing meeting notes

Google Form: Create a questionnaire to capture feedback or input from others.

- Collect input on a project or decision
- Feedback after a meeting
- Get reactions to something
- Request input for planning

Trello Board: Track, sort and summarize team input on a project tool.

- Manage workflow
- Share status
- Get feedback on a product roadmap
- Collect and organize ideas
- Collaborate on lists
- Create a project plan

Slack channel: Create a Slack channel dedicated to a team or project. Encourage ongoing conversation that can be visited when they have time. Use polls and share links to shared documents and resources. Learn to pin important messages so you don't lose track of them.

Email: Go old school and send an email! Emails are great for delivering info and assigning tasks that people will want to refer to later. They're easy to keep and categorize.



Is your info asynchronous friendly?

Expelives use Slack a lot! It's a primary collaboration channel for us. But just because you've posted to Slack doesn't mean you've made it asynchronous friendly. Consider this example. (Thanks Patrick Edgett for the tip!)

Example A	Example B
<i>"My build is failing, can someone please help?"</i>	<i>"My build is failing and it doesn't look like it has anything to do with what I'm changing in that PR. I tried re-running it and it failed in the same way. Can someone please see if something related has changed recently?"</i>
This requires someone to have a synchronous discussion with you to extract the details they need to help.	But this can be investigated and fixed by someone when they are available, even if you are no longer available.

When asking for help, try to provide the details the helper will need to help you in your initial request to make everything more async-friendly.