

CDS Meetings & Guidelines

Mandatory All Team Meetings Managed by: **Stephanie Gauthier**

Monthly, Second Tuesday from **1pm-2:30pm EST** (90mins):

MANDATORY: Management Updates & Shout-outs - 45 minutes

OPTIONAL: Town Hall discussions - 45 minutes

What: a regular, CDS-wide gathering where we all meet to discuss organisational matters

Who: all of CDS

Purpose: to share updates

How it works: shout-outs can be planned (slack Emmanuel or spontaneous. CDSers submit questions online through sli.do — anonymously if they want for the town hall portion.

Link to **Agenda and Minutes:** [☰ All Staff Rolling Agenda & Notes](#)

Show The Thing (STT) Managed by: **Jessica Loadenthal**

Biweekly, Thursdays **1pm-1:50pm EST** (50mins)

What: a time to showcase work that is done or being done — there is one host and 5 presentations

Who: any person or team can sign up to present at STT. Sign up [here](#). STT are sometimes themed, for example, Product Takeovers - where all the presentations are by product teams. Check out the STT-AMA Themes tab.

Purpose: to encourage people at CDS to talk about work in progress by actually showing the work in progress (ex. a live demonstration or screenshots)

How it works: teams or individuals sign up before STT

Ask Me Anything (AMA) Managed by: **Jessica Loadenthal**

Biweekly, Thursdays, **1pm-1:45pm EST** (45mins).

What: a popular questions and answer format inspired by Reddit

Who: There is a host and an answerer (or group of answerers, for example, a product team). Anyone can sign up to be an answerer. Sign up [here](#).

Purpose: CDS team members can ask questions that matter to them

How it works: CDSers submit questions online through sli.do. The team then votes on which questions are the most relevant. AMAs are live — with the host asking and the

answerer answering in real-time.

Helpful link: [AMA instructions](#)

Standup of Standups Self-managed

Biweekly, Tuesdays **9am EST**

What: bi-weekly virtual stand-up in the [#stand-up-of-stand-ups](#) channel

Who: one member of every team at CDS provides an update

Purpose: to keep all CDSers informed, connected, and calibrated

How it works: each team's post contains a highlight, something they are looking forward to, and any blockers

NEW: We're implementing a new CDS culture, where all one hour meetings will end 10 mins earlier (50 mins in length) and 30 mins meetings will end 5 mins earlier (25mins in length). This extra time will give everyone space to breathe, reflect, have bio breaks and prepare for the next meeting. Employees can make this as default setting in their google calendars. Looking forward to everyone adopting this new habit.

30mins Meetings to end 5 min early; Meetings longer than an hour to end 10 min early.

Pro tip: You can [change your Calendar settings](#) to shorten the default length of your meetings. You can also choose the "Speedy meetings" option in your Calendar settings. **Go to Settings > Event Settings and then click the checkbox for speedy meetings.** This shortens whichever preset meeting time that you've designated by 5 or 10 minutes (depending on the time). So if you have 45-minute meetings as your default, it will block 40 minutes each time you schedule a call.

MEETING GUIDELINES

Meetings of 6 people or less

- All participants log-in to Google Hangout even if only one person is distributed.

- Everyone's camera stays on for the duration of the meeting.

Meetings of 7 people or more

- Meeting organizer assigns a moderator to keep an eye on the chat window of the Google Hangout.
- Meeting attendees will type < Q > when they have a question or comment. The moderator interjects the meeting, in a timely manner, to give the opportunity to the person to speak.

Large Town Hall Meetings (All Team)

- One team member is assigned for each large meeting to be the "camera-person". They maneuver the camera to focus on each speaker.
- Sana Qureshi* moderates the Google Hangout of the meeting to keep an eye on the chat window of the Google Hangout.
** If Sana is unavailable, she will assign a moderator.*
- Distributed members will type < Q > when they have a question or comment. Sana interjects the meeting, in a timely manner, to give the opportunity to the distributed member to speak.
- Agenda and material is sent out ahead of the meeting for distributed members - especially when the meeting is content heavy.
- Notes are posted after the meeting.
- Turning your camera off is ok, if one is not contributing to the meeting and just listening in.

LIGNES DIRECTRICES POUR LES RÉUNIONS

Réunions de 6 personnes ou moins

- Tous les participants se connectent à Google Hangout même si une seule personne est distribuée.
- La caméra de chacun reste allumée pendant toute la durée de la réunion.

Réunions de 7 personnes ou plus

- L'organisateur de la réunion désigne un modérateur pour garder un œil sur la fenêtre de discussion du Google Hangout.
- Les membres de la réunion taperont < Q > lorsqu'ils auront une question ou un commentaire. Le modérateur intervient dès que possible pour donner la parole cet membre.

Grandes réunions et forums de discussion (toute l'équipe)

- Pour chaque grande réunion, un membre de l'équipe est désigné comme "caméraman". Il manœuvre la caméra pour focaliser sur chaque orateur.
- Sana Qureshi* modère le Google Hangout de la réunion pour garder un œil sur la fenêtre de chat du Google Hangout.
* Si Sana n'est pas disponible, elle désignera un modérateur.
- Les membres distribués taperont < Q > lorsqu'ils auront une question ou un commentaire. Sana intervient dès que possible pour donner l'occasion au membre distribué de prendre la parole.

- L'ordre du jour et le matériel sont envoyés avant la réunion pour les membres distribués - surtout lorsque la réunion est très chargée.
- Les notes sont affichées après la réunion.
- Vous pouvez éteindre votre caméra si vous ne participez pas à la réunion et si vous écoutez simplement.