First rule of remote work:
Create these 6 Team Agreements

Communication
1
Establish appropriate communication protocols – what to use, and when to use it. This includes email, text, phone, video, Slack channels, etc. Be sure to consider level of risk for misunderstandings and the level of trust in your relationship before you choose.

Connection
2
Create connection agreements that outline a cadence for personal connection individually and as a team. When getting started with remote work, social connection time is one of the most valuable tools to build a strong team.

Conflict
3
Determine how your team will manage conflicts and disagreements before they escalate.

Meetings
4
Create expectations and rules around meetings. Best practices include sharing the leadership role, creating and distributing agendas ahead of time, when is it appropriate to have cameras on, participation levels and use of collaborative tools to engage.

Technology
5
Establish the technology tools your team will use for tracking time, project progress, team updates, messaging, document security, etc. Streamline your use of tech tools whenever possible.

Availability
6
Determine service level agreements (SLAs) for response times and turnaround on deliverables which may take longer when virtual. Be sure to establish boundaries to ensure that people don't feel that they have to always must be "on."

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