



Guideline: Skype

Last year we have learned a lot about good project management and as a result of Andreas Kovacs work Jörn published a guideline for good project management. We should use these ideas!

In our international work group we are using quite often Skype as a communication tool between our meetings. But there are many obstacles for successful meetings. Therefore here a “Skype-Guideline”, not a must but a recommendation:

a. Before the Skype-meeting

1. Get the Skype-adresses of all team-members
2. Test skyping with all team-members
3. Always use the video-modus – so it is easier to understand our foreign english
4. Define a Skype-group with all team-members
5. Install Skype on the smart-phone (as back-up system)
6. Determine the agenda, who reports for which topic how much time for every agenda-topic?
7. Invite with agenda to the meeting one day and 15 minutes before the meeting

b. During the Skype-meeting

1. Start punctual
2. Approval of the agenda
3. Fix the time for the end – usually not more than 60 minutes !
4. Who writes protocol ? Best instantly with PC ! – The team-leader moderates the discussion!
5. Discussion with paper? Then use Skype *call* / “*share screens*”
6. you give the floor – no second participant may speak at once
7. Stop monologues – no one should talk more than 60 seconds
8. Invite all to give their comments
9. Best a summary all ten minutes
10. End every agenda-topic with a summary
11. Define the date for next meeting / Skype-meeting
12. Define who is doing what task until when for the next meeting
13. Ask what can be better at the next Skype-meeting

c. After the Skype-meeting

1. Check the protocol instantly and forward it latest the next day

We wish you a successful Skype-meeting !

Anna Wieloch, Herwig Friedag