

Code of Conduct

The participants of the project group...

Communication

Team available communication ... use Teams posts for team-relevant and project-related communication.
... use Teams posts for internal communication instead of mails.
... address persons or groups with the „@“ in the Teams post.
... reply to existing Teams posts.

How urgent and non-urgent messages are handled ... seek a personal conversation in urgent cases, make a phone call or use the Teams chat.
... know that an email or a Teams post is never urgent.

Response times ... reply to teams chat messages on the same day if possible.
... reply to mails and team contributions on time or within one working day.
... leave an absence message if they cannot meet the response times..

Distractions ... process mails and team contributions during the work blocks blocked for this purpose reduce distraction by mails to a minimum.
... are not distracted and turn off all notifications except chat.
... have set the team and mail notifications consistently.

Mails & Teams posts (if communication is handled through Microsoft Teams) ... refrain internally from superfluous formalities (e.g. greeting line & acknowledgement of mails)
do not discuss in mails and team posts (no ping-pong).
... try to write short mails and team posts and choose a meaningful subject.

How to handle CC mails ... do not send orders to CC addressees.
... send mails to CC addressees only in exceptional cases.

Collaboration

Information storage ... choose OneDrive for Business for private, yet business-relevant documents.
... choose Teams/SharePoint for the development and storage of team-relevant / project-relevant documents.

Collaboration platform ... generally adhere to the „teams-first strategy“.
... create documents directly in teams.
... do not save multiple versions of the same document, but use versioning.
... use the search function to find documents.
... use SharePoint synchronization only for predefined use cases.

Handling with attachment ... send links instead of attachments.
... always name links in a meaningful way.

Meeting preparation ... invite only participants who can make a contribution.
... supplement the invitation to the meeting with an agenda including a time limit.
... prepare for meetings on time and use the valuable meeting time for discussions and decisions.

During the meeting ... focus on the meeting and do not get distracted.
... define a meeting leader and a minute taker for each meeting.
... always record notes digitally.

Meeting time ... schedule meetings with 15 minutes of transfer time in between.
... start and end meetings on time, keeping to scheduled time.
... may leave overdue meetings in order to be on time for the next appointment.

Decisions and tasks ... record decisions and resolutions in OneNote.
... use Planner to assign and manage common tasks.