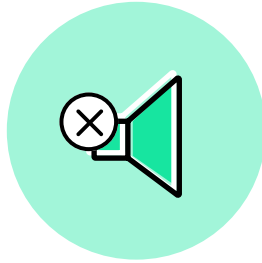


# Online Facilitation

## Rules



Video on at all times



Be on mute



Raise hand



Use chat box



## Tips



Maximum time per day: 3 hours



Preferred group size is 12



Enable interaction every 5 minutes



Use virtual break-out rooms for teamwork



Visit every break-out room during the task



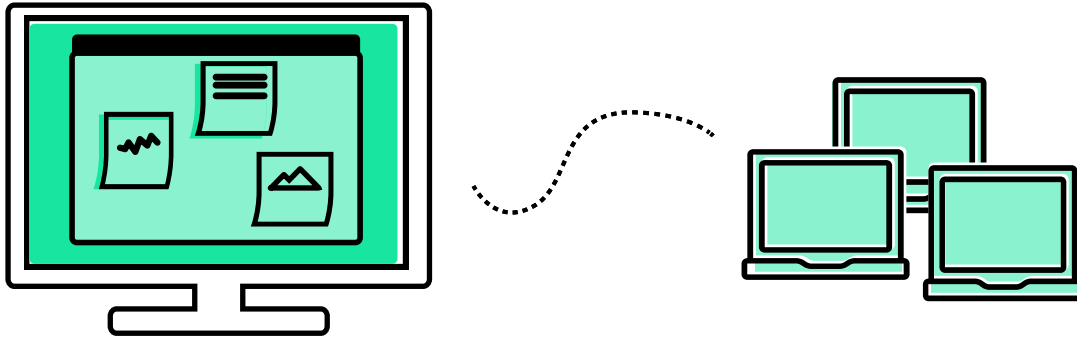
Use a second screen to see the participants and the chatbox



Optional: send a physical package that will help with the session

# Online Facilitation

## Setting up a physical war room for facilitation



- Set up an online collaboration tool (e.g., Miro or Mural).
- Create corners on the online whiteboard dedicated to each specific phase in the sprint.
- Create a good flow, so it is easier for people to digest what they see.
- Set up a folder structure to file previous versions of a template.