

# Uchaguzi Skype workflow

We use skype team windows to coordinate reports and workflow. Some windows are very restricted and dedicated to the sub-team members only. You can only have access to a sub-team window if you complete training and are granted access by the Keymaster

## About global collaboration:

Many of you are new to global collaboration on teams of up to 200 folks in real-time. Here are some things to help you get oriented:

- Access is ONLY granted to those who train. These are our team workspaces to collaborate.
- Media or outside untrained folks or observers are not allowed in the skype windows. Sorry. Please contact [press@ushahidi.com](mailto:press@ushahidi.com)
- Always always check in with your teams at start of shift and end of shift
- There are many people from various timezones and places. see the [Uchaguzi Code of Conduct](#)
- Review [Uchaguzi Who Does What](#) and [Uchaguzi Privacy and Security Guidelines](#)
- NEVER add anyone to a skype group without checking with the Key Master (Nekesa), your coleads or Heather/Angie. This is very important to team workflows and keeping the peace.
- Text is tone deaf. You may need to clarify your thoughts and questions. It doesn't always pick up on the human.
- Don't call the whole skype group as it is confusing and disruptive
- Don't add large attachments. Send these via dropbox or email
- Chances are that you will hear from people more via skype than email.
- Bring on the happy, but don't overload it with too much chatter or tangents. You may need to take it over to the fun place - the GENERAL chat :)
- I've learned these processes from the Standby Task Force, RHOK, and CrisisCommons. It is amazingly powerful to have many folks coworking across the globe and locally. It is beautiful but a new way of making things happen.

Skype Chat Window Team	Coordinators	Descriptions
Uchaguzi colead chat	Heather, Angela	RESTRICTED: Only Coleads for the Uchaguzi project. See <a href="#">Uchaguzi Who Does What</a> . This is for inter-team collaboration and urgent report handling.
Uchaguzi General Community chat	Heather, Angela	OPEN: This is an open community chat for the Uchaguzi participants. It is a general chat for inter-team communication, escalation and community building. We have been adding folks who say that they will train. You need to join a <a href="#">Uchaguzi Digital Teams</a> and <a href="http://meetup.com/ushahidi-community">meetup.com/ushahidi-community</a> training. It is not for journalists or interviews. Please contact <a href="mailto:press@ushahidi.com">press@ushahidi.com</a> for that.  NOTE: If you joined this chat, we will be verifying all participants on March 2nd to be sure that training is completed before you can proceed to be in this group.
Uchaguzi internal team chat	Heather, Angela	RESTRICTED: Ushahidi and Ihub staff only for emergency coordination
Uchaguzi Media Monitoring	Leesa, Limo	RESTRICTED: Must have completed training, be only in MM team to participate.

Uchaguzi SMS Team	Mark K and OM	RESTRICTED: Must have completed training, be only in SMS team to participate.	
Uchaguzi GEOloc	Rob and Ben	RESTRICTED: Must have completed training, be only in GEOLOC team to participate.	
Uchaguzi Translation	Debrah	RESTRICTED: Must have completed training, be only in Translation team to participate.	
Uchaguzi Reports	Anne, Heather	RESTRICTED: Must have completed training, be only in Reports team to participate.	
Uchaguzi Verification	Heather, Angela	RESTRICTED: Must have completed training, be only in Verification team to participate.	
Uchaguzi Tech Team	Linda, Robbie	VERY RESTRICTED: Must be approved by Linda or Robbie	
Uchaguzi Analysis and Research	Catherine, Leo and Rob	RESTRICTED: Must have completed training, be only in Analysis and Research team to participate.	