Sample 3DS - Team Intro and Pre-Work Email

Hi Everyone,

I am really looking forward to working with over the next few weeks. As agreed, your 3-Day Sprint area of focus will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that…. high level description of what the team are working on.

Speak to current state\_\_\_\_\_\_\_\_\_\_\_\_\_and outline the challenge/opportunity…or anything else relevant to note e.g. new team members etc… Over the course of 3 weeks, we will work virtually as a team for three hours each Tuesday morning to identify the key enablers that will help you … (ref as appropriate e.g. project get this over the line.

I will be your Sprint Master on each of the days. You are welcome to view my LinkedIn profile (add link) to get more info on my background. Connection requests welcome.  If you would like more information on how we will work through the 3-Day Sprint, you can view the 3DS [website](http://www.3daysprint.ie/).

**PRE-WORK**

To ensure you are set-up for success, attached is a word document to help you reflect on the key areas that will be covered as we kick off our first Sprint. This pre-work is for your personal benefit and will enable you to contribute more effectively and with confidence on the day.

**GETTING TECH READY**

The 3-Day Sprint is a virtual team training, designed to build your remote teaming skills. It uses two technologies simultaneously. 1. Video meeting platform and 2. Cloud based Digital Workspace (Mural.co).  Attached is a quick guide, with a link to a practice area to help you get comfortable with the technology ahead of the day. Get in touch if you need more support. Alternatively, you might like to get together as a team to get tech ready before the session.

The session will open 15 mins early, to allow everyone to log in set-up their workspace.

**JOINING DETAILS - SPRINT 1**

Date:

Time:

Meeting Link:

Workspace Link:

*NB. For your diary, Sprint 2 is on \_\_\_\_\_\_ from \_\_\_\_\_\_\_*

Please feel free to reach out should you have any questions.

Kind regards,

*END*