HOW TO SETUP SLACK #CHANNELS

THE KEY TO USING CHANNELS SUCCESSFULLY:

name channels with intentions

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proj-

For cross-functional teams working together on a given project.
Examples: #proj-redesign, #proj-improve-ux, #proj-reorg-support

team-

For teams to coordinate their efforts and work, also for daily stand-ups.
Examples: #team-it, #team-finance, #team-marketing, #team-sales

event-

To plan, run, and track specific events. Also include dates.
Examples: #event-board-meeting-may20, #event-xmas-party-2020

triage-

To triage issues, tasks, or bugs in the backlog, one by one.
Examples: #triage-website, #triage-customer-issues, #triage-sales

help-

To seek help for given areas or from a specific department.
Examples: #help-finance, #help-it, #help-facilities

coffee-

Non-work related topics, leisure activities, chit-chat etc.
Examples: #coffee-best-pizza, #coffee-gym-exercises