

# Capilano Teams Governance

## User Settings

Feature	Control	Statement
Change picture	<b>Recommendation</b>	Upload a recognizable profile picture to help people recognize one another
Update status	<b>Recommendation</b>	Optionally enter a phrase, quote, or other statement periodically to share with colleagues.
Settings: Notifications	<b>Recommendation</b>	Mentions: change to Banner Messages: change all but Chat to Banner Messages: change Suggested and Trending to Only show in feed Other: change Membership and Role changes to Banner Other: change Missed activity emails to Once every 10 mins

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## Communications

Feature	Control	Statement
Team visibility	Recommendation	User can manage visibility of other teams they belong to, based on need.
Channel visibility	Required	User must not Hide channels that are set to Show by default but can show / hide other channels.
Channel Notifications	Required	User can increase notification but should not decrease from provided default.
Confidential	Required	Use for an available Private channel or Chat for confidential messaging.
Channel Posts	Recommendation	Use purpose and topic relevant Channels. Use by default for (digital) conversations to ensure transparency and awareness for others.
Private Chat	Recommendation	Only use when a topic is not of interest to other team members. Maximize open messaging through Posts to appropriate Channels.

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## Team Naming Convention

- Please follow the team name guidelines below when creating a new Team:

Part 1	Part 2
<i>A short meaningful title describing the purpose of the team</i>	<i>One of the following postfix tags to identify the primary audience of the team:</i> <ul style="list-style-type: none"><li>▪ <b>[EMP]</b> – Primary audience: employee-based group</li><li>▪ <b>[FAC]</b> – Primary audience: faculty only</li><li>▪ <b>[ORG]</b> – Primary audience: organization wide group (ie. Department)</li><li>▪ <b>[STU]</b> – Primary audience: student and faculty-based groups</li><li>▪ <b>[GOV]</b> – Primary audience: governance-oriented groups (ie. Board, external steering committees)</li><li>▪ <b>[EXT]</b> – primary audience: collaboration with external parties</li></ul>

### Examples:

- IT Services [ORG]
- Senate Curriculum Committee [GOV]
- CSEE Website Redesign [EMP] – this is a Microsoft Teams site to manage a project
- Walk at Lunch [EMP]

# Thank You

## Questions?

Support: [ithelp@capilanou.ca](mailto:ithelp@capilanou.ca)