

# Maintaining and reinforcing team memory



## Active memory

The things a team needs to keep **readily available** to inform their work.

Habits, patterns and norms / workflow / whiteboards / artefacts / IM tools / Weeknotes / Blog posts / Show and tells

## Transactive memory

Each person understanding how everyone contributes to the team as a group.

Capability Comb / Team Manual / Deliberate practice / Hackathons / pairing / swarming

## Long-term memory

The story of your team's journey from when they started to now.

Project stories / Team Timelines / blog posts / How Teams Remember

## Do teams have

**Practices and habits** to keep the team informed and connected

Space to build and strengthen their **transactive memory system**

Time to reflect on and **celebrate their journey**

