Team Communications Guide

What are our key communication values?

What do we use synchronous communication for?

What do we use asynchronous communication for?

As a team, do we default to asynchronous or synchronous communication?

What does 'urgent' actually mean?

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(Ctd)

Which communication channels do we use for what types of communication?

What communication needs to happen daily/weekly/monthly and what is the best channel for it to happen in?

How will we ensure our synchronous discussions reflect equal contributions?

What are our planned rituals around in-person connection? (Remote/Hybrid teams)

Based on team members' chronotypes, when should we be doing synchronous vs asynchronous communication?

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