

REMOTE TEAM COMMUNICATION SCHEDULE

Team Name: _____

Time Zone: _____

Effective Date: _____

Project Lead: _____

MEETING / SYNC	FREQUENCY	PLATFORM	OBJECTIVE & EXPECTATIONS
Daily Stand-up	Daily	Slack/Video	Blockers, yesterday's progress, and today's primary focus. Keep under 15 minutes.
Weekly Sync	Mondays	Zoom/Teams	High-level project status, resource allocation, and upcoming milestones.
1:1 Check-ins	Bi-Weekly	Video Call	Career development, feedback, and personal wellbeing.
Brainstorming	As Needed	Miro/FigJam	Collaborative problem solving. Must have a clear agenda sent 24h prior.
Async Update	EOD Friday	Email/Notion	Summary of achievements and plan for the following week.

Core Collaboration Hours

Expected overlap time for all team members (e.g., 10:00 AM - 2:00 PM EST)