

DISTRIBUTED TEAM COMMUNICATION MATRIX

TEAM / PROJECT

Enter Team Name

PRIMARY TIMEZONE

UTC +/-

LAST UPDATED

DD/MM/YYYY

URGENCY / TYPE	PRIMARY TOOL	RESPONSE WINDOW	GUIDELINES & ETIQUETTE
Immediate / Urgent	Slack / Direct Phone	< 15 Minutes	Use @channel or Call for blockers only.
Daily Syncs	Zoom / Huddle	Real-time	Camera on preferred. Mic muted when not speaking.
Asynchronous / General	Slack / Teams	2 - 4 Hours	Keep discussions in threads. Use emojis for status.
Formal / Decisions	Email / Notion	24 Hours	Document final decisions for those absent.
Project Tasks	Jira / Linear	Daily Check-in	Comment directly on the ticket. No side-chats.
Social / Culture	Donut / Discord	Optional	Non-work related. No pressure to respond.

CORE COLLABORATION HOURS

[Define overlapping hours here: e.g., 10:00 AM - 02:00 PM EST]