Communication methods comparison chart

Step 1

	Symmetry of Exchange	Synchrony	Media
E-mail	Symmetric	Asynchronous	Text Image (video, audio)
Mailing Lists and News Groups	Symmetric	Asynchronous	Text Image (video, audio)
Instant Messaging	Symmetric	Synchronous	Text (Image, video, audio)
Chat Systems	Symmetric	Synchronous	Text (Image, video, audio)
Weblog	Asymmetric	Asynchronous	Text, Image, video, audio
Internet Telephony	Symmetric	Synchronous	Audio (Text, Image, Video)
Audio Blogging	Asymmetric	Asynchronous	Audio, Text, Image,
Video Conferencing	Symmetric	Synchronous	Video, Audio
Video Blogging	Asymmetric	Asynchronous	Video, Audio, Image, Text
Internet Radio	Asymmetric	Asynchronous	Audio
Wiki	Symmetric	Asynchronous	Text, Image (video, audio)

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Step 2

Hybrid Team Communication Schedule Template

[Team Name/Project Name]
Effective Date: [Insert Date]
Review Date: [Insert Date]

1. Purpose

To help ensure effective collaboration and alignment across in-office and remote team members.

To establish a structured communication schedule for hybrid teams, ensuring consistent collaboration, updates, and alignment regardless of location.

2. Weekly Communication Schedule

Day	Time (Include Time Zone)	Meeting Type	Participants	Purpose	Tools/Platform
Monday	[Insert Time]	Weekly Team Kickoff	All Team Members	Set priorities, review weekly goals, and allocate tasks.	[E.g., Zoom/Teams]
Tuesday	[Insert Time]	Check-in (Optional/Departmental)	Relevant Sub-teams	Address ongoing project-specific questions or blockers.	[E.g., Slack Call]
Wednesday	[Insert Time]	Mid-week Progress Review	All Team Members	Share updates, celebrate wins, and address challenges.	[E.g., Google Meet]
Thursday	[Insert Time]	One-on-One Sessions	Manager + Individual Members	Discuss personal updates, performance,	[E.g., Teams]

Day	Time (Include Time Zone)	Meeting Type	Participants	Purpose	Tools/Platform
				and support needs.	
Friday	[Insert Time]	Weekly Wrap-Up & Retrospective	All Team Members	Reflect on the week, share feedback, and discuss improvements.	[E.g., Zoom]

3. Core Working Hours

Define times when all team members are expected to be available for collaboration.

- Example: *Core hours are from 10:00 AM to 3:00 PM [Time Zone], Monday through Friday.*

4. Asynchronous Communication Guidelines

Outline expectations for asynchronous updates.

- Example:
  - Use [Tool, e.g., Slack, Microsoft Teams] for daily updates or questions.
  - Document key decisions in [Tool, e.g., Confluence, Google Docs].
  - Respond to non-urgent messages within [X hours].

5. Communication Tools Overview

Tool/Platform	Purpose	Frequency	Access Link
Slack/Teams	Daily updates, quick questions, informal chat	Ongoing	[Insert Link]
Zoom/Google Meet	Video meetings for discussions and check-ins	Weekly	[Insert Link]

Tool/Platform	Purpose	Frequency	Access Link
Email	Formal communication, project documentation	As needed	[Insert Link]
Project Management Tool (e.g., Asana, Trello)	Task tracking and updates	Ongoing	[Insert Link]

6. Custom Schedules for Remote and In-Office Days

Define specific communication norms for hybrid workdays.

- Example:
    - **Remote Workdays:** Use asynchronous tools for updates, prioritize chat or email.
    - **In-Office Days:** Schedule in-person discussions and brainstorming sessions.

7. Checkpoints and Feedback

Schedule regular reviews to assess the communication schedule's effectiveness.

- Example:
  The communication schedule will be reviewed every quarter based on team feedback and adjusted as necessary.