

Investigate

Think about

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### Team norming

How we prefer to work together

Name

Name

Name

Name

Name

Name

Name

Name

Do you shift your working time? Do you block your working time on the calendar? What is your preference.

#### Team Zone

Core hours

Flexible hours

Do you have a preferred time for meetings. i.e. no meeting days, meeting blocks; etc.

#### Team Meeting

Your preferred time

Your preference, i.e. when to use gchat, when to use email, when to use video chat; etc.

#### Communication

Do you prefer to block time during the day to do focused work? Can people book meetings during the blocked hours?

#### Preserved time

When do you prefer people to give you feedback? How would you like people to give feedback? i.e. email? Chat? video chat? etc.

#### Feedback

Any other thing you would like your team to know? e.g. " Doctor appoint post on calendar" vs. "Ping team in chat for doctor appoints"  
e.g. time blocked for other product team etc. etc.

#### Things team mates should know