

# Team rituals

Our fictional team works asynchronously by default. Meetings resolve decisions or unblock people; written updates make participation possible across time zones.

## Weekly rhythm

- **Monday, 10:00 UTC — planning, 25 minutes:** choose the week's three outcomes, assign owners and identify dependencies.
- **Wednesday — written progress update:** post what changed, what comes next and where you need help. No meeting is required.
- **Friday, 14:00 UTC — demo and retrospective, 40 minutes:** show completed work, discuss one improvement and give it an owner.

## Prepare a useful decision

Share a short page before the meeting: context, two realistic options, your recommendation and the decision deadline. Invite only people needed to decide. Anyone else can comment asynchronously.

## Leave a record

The facilitator records the decision, owner, due date and any unresolved question in the relevant project book. Link to the source discussion, but write enough context that someone joining next month can understand the result.

## Protect focus time

Keep mornings free of optional meetings. If a decision can wait until the next working day, use a written question. For an active service incident, use the incident channel and name one coordinator.

**Owner:** Team lead. Review at each quarterly retrospective.

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Created 2026-09-09 00:12:40 UTC by Admin  
Updated 2026-09-09 00:12:40 UTC by Admin