Hybrid team meeting

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Make sure your dispersed team is on equal footing in your hybrid meetings by allotting time for rapport building, addressing progress and blockers, and encouraging recognition and feedback.

- [ ] Take attendance

Summary:

Next Steps:

- [ ] What's one win you had this past week? (personal or professional)

Summary:

Next Steps:

- [ ] How are we tracking against our goals?

Summary:

Next Steps:

- [ ] Round table plan

Summary:

Next Steps:

- [ ] What are the biggest blockers stopping us from reaching our full potential?

Summary:

Next Steps:

- [ ] Who deserves a shout-out? What did they do?

Summary:

Next Steps:

- [ ] How can we improve this meeting?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared