

Engagement Brief: Coffee Chat

Meeting Location: Virtual, Teams [link in the recurring meeting invite](#)

Meeting Logistics:

Monthly on the first Tuesday – Next session: Tuesday, October 01st, 3-3:30 pm EST.

MEETING ATTENDEES:

Apptio:

- Sunny Gupta, CEO
- Ivy Calder – Sustainability Consultant
- Jaxon Dreyer – Robotics Engineer
- Elara Voss – Behavioral Psychologist
- Miles Hawthorne – Receptionist
- Sienna Marlowe – Data Visualization Specialist

MEETING AGENDA:

3:00 pm - Introductions

3:05 pm - Round-table discussion, topic "Returning to the Office"

3:20 pm - Q&A

PREVIOUS MEETING HIGHLIGHTS

1. Work-Life Balance Concerns: Several employees expressed difficulty managing their personal and professional lives with the transition back to the office. It was suggested that the company explore more flexible working hours or designated "no meeting" blocks to alleviate the stress.
2. Office Safety Protocols: The group was positive about the new office layouts, but some employees still had concerns about sanitation and health safety. A few suggested increased communication on the cleaning schedule and enhanced air filtration systems.
3. Hybrid Working Preference: Three of the five attendees preferred a hybrid model, citing productivity benefits when working remotely. Employees asked for clarification on how long-term hybrid options would be structured and requested more transparency in decision-making.
4. Camaraderie & Collaboration: There was overall enthusiasm for the social aspects of returning to the office. Employees missed face-to-face collaboration, but they also wanted guidance on maintaining team spirit and cohesion in a hybrid environment.

COFFEE CHAT MEETING DETAILS AND RESPONSIBILITIES

Sunny Gupta will host a small, informal "Coffee Chat" with five selected employees to discuss thoughts, challenges, and ideas around "Returning to the Office." This session will take place on Tuesday, October 1st. It will focus on gathering feedback on the company's hybrid work strategy, easing the transition back to in-office settings, and addressing employee concerns.

BACKGROUND INFORMATION

1. Ivy Calder – Sustainability Consultant
 - a. Ivy has been with Apptio for 3 years and is passionate about environmental impact and workplace sustainability practices. She is eager to discuss how sustainability can be integrated into the office return, including green commuting options and energy-efficient office initiatives.
2. Jaxon Dreyer – Robotics Engineer
 - a. Jaxon, based in the Austin office, has been a part of Apptio for 2 years. He's interested in the technological advancements that can enhance hybrid work environments. Jaxon is keen to explore how robotics and automation can make in-office work more efficient and reduce the need for full-time on-site staffing.
3. Elara Voss – Behavioral Psychologist
 - a. As a consultant for Apptio's employee well-being programs, Elara focuses on mental health in the workplace. She's particularly interested in how the return to the office affects employees' mental health and is keen to share strategies for supporting emotional well-being during this transition.
4. Miles Hawthorne – Receptionist
 - a. Miles is the first point of contact for many in the office and ensures smooth day-to-day operations. He's interested in understanding how the hybrid work model will impact office dynamics, particularly coordinating in-office and remote team members. Miles also wants to ensure that returning to the office feels welcoming and seamless for employees and visitors.
5. Sienna Marlowe – Data Visualization Specialist
 - a. Sienna has been with Apptio for 5 years and strongly advocates for hybrid working, having found increased productivity when working remotely. She is curious about how employee productivity and engagement data will inform long-term decisions about office presence and remote work policies.

KEY CONSIDERATIONS FOR UPCOMING COFFEE CHAT

1. Focus on reassuring employees who may have mixed feelings about the return.
2. Emphasize flexibility where possible and listen to concerns around work-life balance.
3. Provide updates on office health and safety protocols based on feedback from the previous session.
4. Engage newer employees who haven't experienced in-office work, ensuring they feel supported.