Airtable README - Nubis Team Feedback

Nubis Team 2-Month Feedback System

(Designed in Notion)

Overview

This system enables **bi-monthly team check-ins** and automatically aggregates responses into a **retro Notion Retro Summary** for leadership review.
It consists of two linked tables and one key automation.

Tables

Nubis Team | 2 Month Check-In

> ✏️ **Fields Included in Form:**
>
> - Name
> - How are you feeling overall at work right now?
> - How would you rate Nubis' performance as a business over the last 2 months?
> - What helped you work faster, better, or smarter?
> - What slowed you down or frustrated you?
> - One improvement you'd like to see?
> - One action you think Nubis should take?
> - Team check-in Do you feel you're supported by the team?
> - Tell us why?
> - Anything else you'd like to share?

Name

Type: Single line text

Date Created

Type: Date

Period

Type: Formula
Determined using Date Created
Feedback from Carla: *"ASSUME FOR MOST RECENT TWO MONTHS PERIOD"*

```
CONCATENATE(
  DATETIME_FORMAT(DATEADD({Date Created}, -2, 'month'), 'MMMM YYYY'),
  ' - ',
  DATETIME_FORMAT(DATEADD({Date Created}, -1, 'month'), 'MMMM YYYY')
)
```

Description: Returns the two most recent full months before the month of *Date Created*, formatted as `Month YYYY - Month YYYY`
Used to link to Nubis Team 2 Month Retro Summary

Manual Period Override

Type: Single line text

> **NOTE:** Crucial that this uses the **same format** as Period to ensure correct grouping in Nubis Team 2 Month Retro Summary

Description: Use this to set the "Period" if the formula-based calculation is incorrect (e.g., late submission)

How are you feeling overall at work right now?

Type: Score (1–10)

How would you rate Nubis' performance as a business over the last 2 months?

Type: Score (1–10)

What helped you work faster, better, or smarter?

Type: Long text

What slowed you down or frustrated you?

Type: Long text

One improvement you'd like to see?

Type: Long text

One action you think Nubis should take?

Type: Long text

Do you feel you're supported by the team?

Type: Single select — Yes / No / Sometimes

Numeric Feeling of Support

Type: Formula

```
IF({6. Team check-in: Do you feel you're supported by the team?} = "Yes", 10,
  IF({6. Team check-in: Do you feel you're supported by the team?} = "No", 0,
5)
)
```

Description: Returns 10 if "Yes", 0 if "No", 5 otherwise (assumes "Sometimes")
Required for averaging in [Nubis Team 2 Month Retro Summary](#)

Tell us why?

Type: Long text

Anything else you'd like to share?

Type: Long text

Link to Nubis Team | 2 Month Retro Summary

Type: Link (to [Nubis Team 2 Month Retro Summary](#))
Populated by automation: [Automatically Link to Nubis Team 2 Month Retro Summary](#)
Triggered when [Period](#) or [Manual Period Override](#) is updated

> **NOTE:** Not allowed to link to multiple records

Nubis Team | 2 Month Retro Summary

Nubis Team | 2 Month Check-In 2

Type: Link (back to Nubis Team 2 Month Check-In)
Populated by automation: Automatically Link to Nubis Team 2 Month Retro Summary

> **NOTE:** Allowed to link to **multiple records**

Average Overall Feeling

Type: Rollup of How are you feeling overall at work right now?

```
IF(values, AVERAGE(values))
```

What Helped Faster, Better or Smarter Work

Type: Lookup of What helped you work faster, better, or smarter?

Summarised: What Helped Faster, Better or Smarter Work & Average Overall Feeling

(AI-generated summary combining all insights from What Helped Faster, Better or Smarter Work and Average Overall Feeling)

What Frustrated or Slowed Down Work

Type: Lookup of What slowed you down or frustrated you?

Summarised: What Frustrated or Slowed Down Work & Average Overall Feeling

(AI-generated summary combining all insights from What Frustrated or Slowed Down Work and Average Overall Feeling)

Average Nubis Performance

Type: Rollup of How would you rate Nubis' performance as a business over the last 2 months?

```
IF(values, AVERAGE(values))
```

Improvements Like to See

Type: Lookup of 5. Looking forward to the next 2 months…5.1 One improvement you'd like to see?

Summarised: Improvements Like to See & Average Nubis Performance

(AI-generated summary combining all insights from [Improvements Like to See](#) and [Average Nubis Performance](#))

Suggested Action for Nubis

Type: Lookup of [5.2 One action you think Nubis should take?](#)

Summarised: Suggested Action for Nubis & Average Nubis Performance

(AI-generated summary combining all insights from [Suggested Action for Nubis](#) and [Average Nubis Performance](#))

Average Feeling of Support

Type: Rollup of [Numeric Feeling of Support](#)

```
IF(values, AVERAGE(values))
```

Why Feeling Un-/Supported

Type: Lookup of [Tell us why?](#)

Summarised: Why Feeling Un-/Supported & Average Feeling of Support

(AI-generated summary combining all insights from [Why Feeling Un-/Supported](#) and [Average Feeling of Support](#))

Anything Else

Type: Lookup of [Anything else you'd like to share?](#)

Summarised: Anything Else

(AI-generated summary combining all insights from [Anything Else](#))

Summarised: Overall

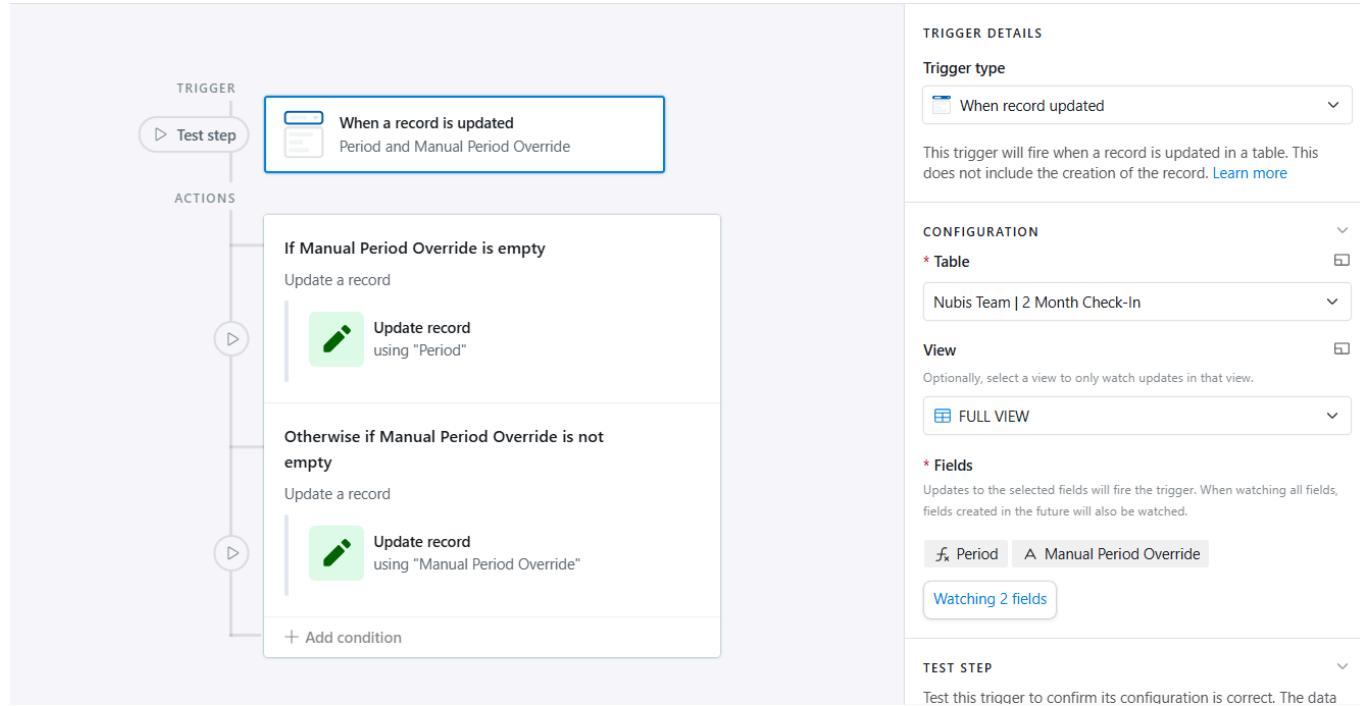*(AI-generated summary combining all insights)*

Automations

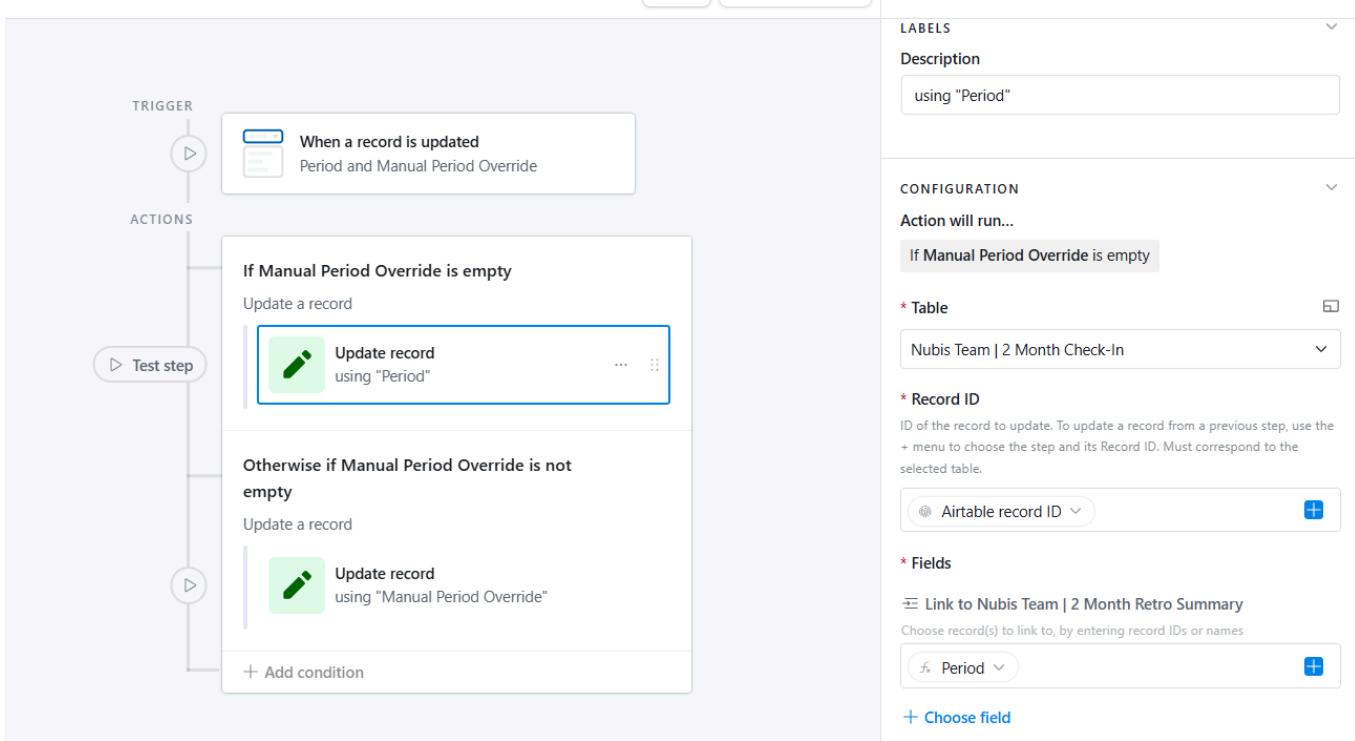## Automatically Link to Nubis Team | 2 Month Retro Summary

How it works:

If no record exists in [Nubis Team 2 Month Retro Summary](#) with a name matching the value in [Period](#) (or [Manual Period Override](#)), a **new record is created**.

Thus, retro summaries are generated **on-demand** as check-ins are submitted.

TRIGGER: When "Period" or "Manual Period Override" is updated

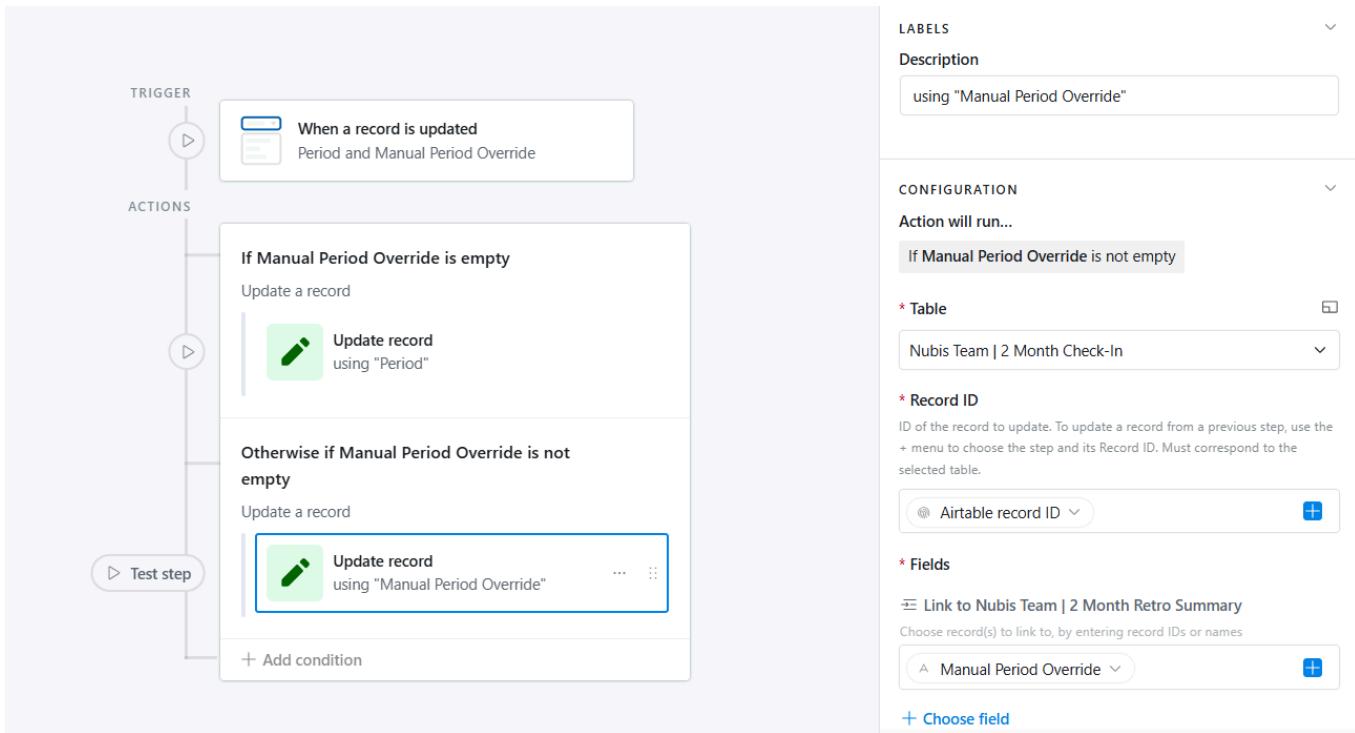

CONDITION: If "Manual Period Override" is empty

→ Update field [Link to Nubis Team 2 Month Retro Summary](#) with value from [Period](#)

CONDITION: If "Manual Period Override" is **not** empty

→ Update field [Link to Nubis Team 2 Month Retro Summary](#) with value from [Manual Period Override](#)

End of Document

Last updated: November 04, 2025