Airtable README - Nubis Team Feedback

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)

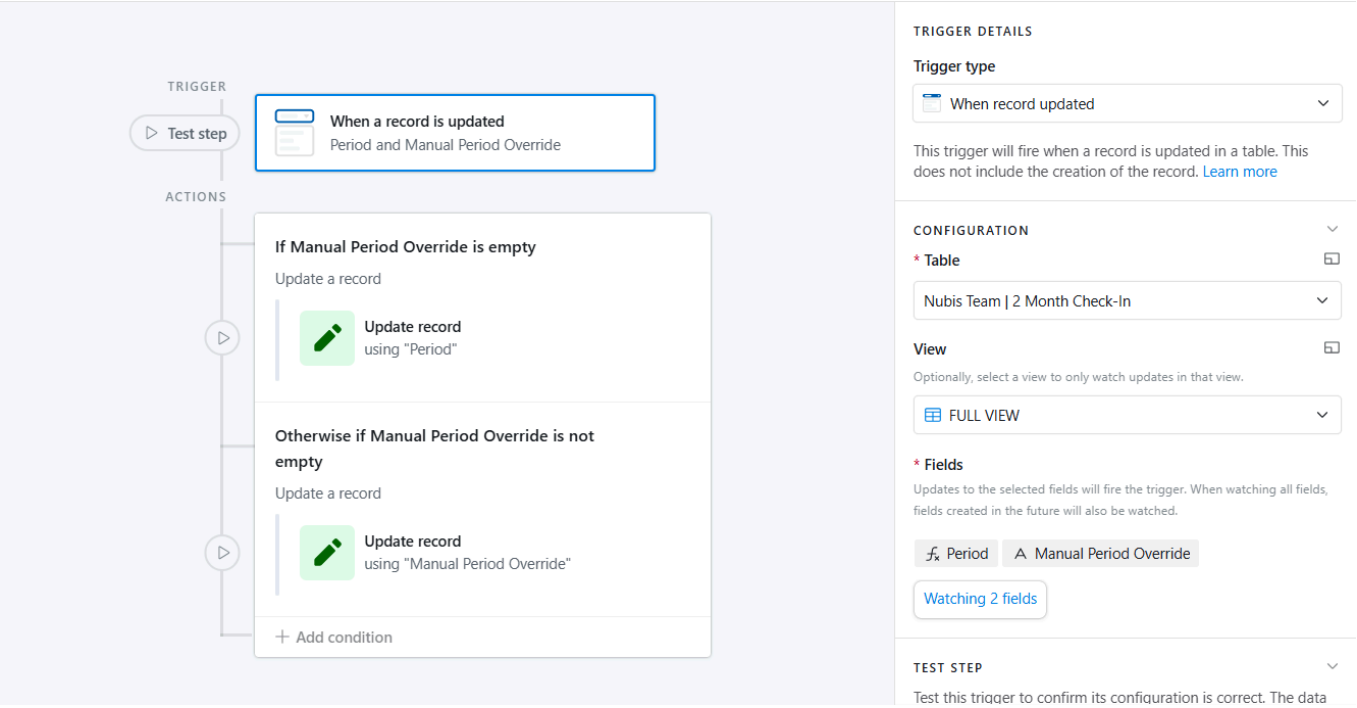
Automations

Automatically Link to Nubis Team | 2 Month Retro Summary

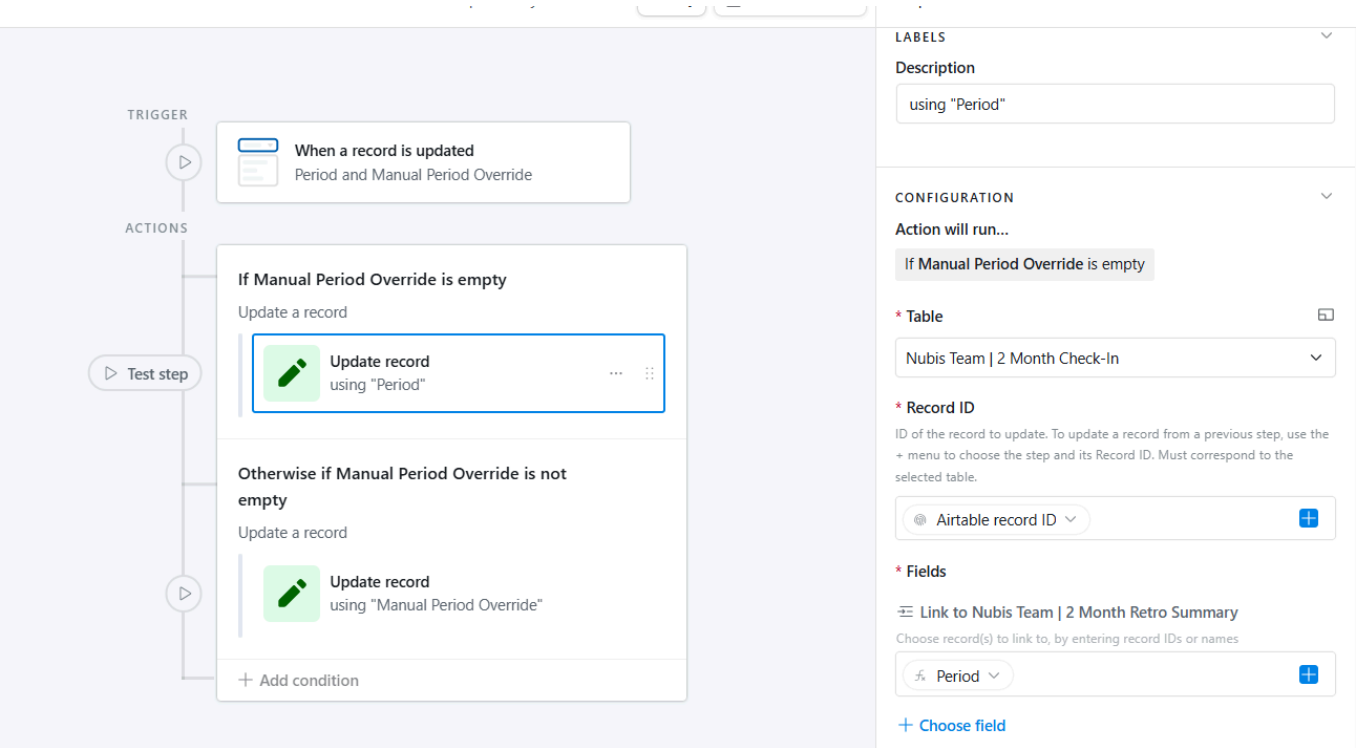
How it works:
If no record exists in Nubis Team 2 Month Retro Summary with a name matching the value in

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

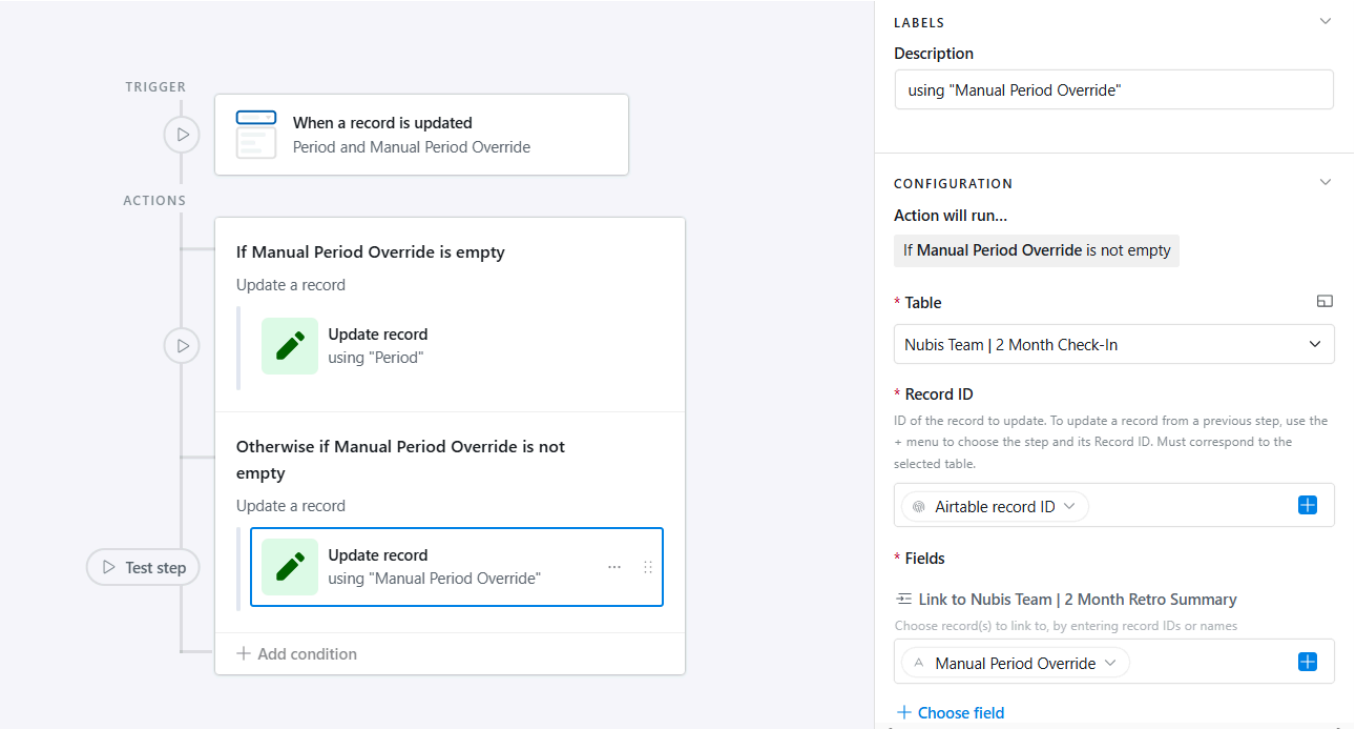


CONDITION: If "Manual Period Override" is empty



→ 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

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End of Document

Last updated: November 12, 2025