






Hybrid Teams - SEA and LATAM

Cheat-sheet for asynchronous communication teams

- Calendar 
 - Accept or decline invites. If decline, add a note/reason & propose a new time
 - Define working hours
 - Add OOO events if you are out
- Calendly 
 - Sync it with all your other calendars
- Jira 
 - Keep your tickets updated
 - Add comments and questions, frequently.
 - Insert video recordings for more clarification (Google Meet and Slack can help on this)
- Slack 
 - Keep your status updated: OOO, Out lunch, AFK, Just mobile, etc.
- Communications 
 - Ensure you have a 100% working microphone
 - Too much noise? Purchase a license of [Krisp](#) and expense it using you personal development budget.
 - Turn your camera on, unless your connectivity prevents it.
 - Plan B) share your camera on Google Meet but your voice over the phone call