Signals

Team Spirit

* *“lunch hangout”, “book club”, “fika”, “chin-wag”, “team meet”, “team call”, “drinks”*
* ?? *“learn”*
* ?? Weekday included in the title eg Monday / Tuesday?

Project

* *“standup”, “session”, “demo”,*
* *“biweekly”, “weekly”, “daily”, “monthly”*
* *“leads”, “leadership”, “sync”, “discussion”, “plan”, “onboarding”, “delivery”*
* *“meeting”??*
* *“updates”, “update”,*
* *“intro”, “introduction”*
* *“checkin”, “check in”, “catchup”, “catch up”,*
* *“status”, “workshop”,*
* *“planning”*
* *“handover”*
* *“department”*
* *“review of” , ?? “review”*
* “alignment”
* “follow up”

Broadcast

* Many people? +10?
* *“conference”, “panel”, “forum”, “seminar”, “summit”, “committee”, ??“presentation”*
* *“all hands”, “Q & A”, “company”, “company wide”*
* *??“consolidation”*

One to One

* And symbol “&”, “/”, “//”, “<>”, “< >”, “ x “,
* First names of user only
* One guest
* *“catchup”, “catch up”, “chat”*
* *?? “coaching” ?? “meet”*
* *“1 – 1”, “1-1”, “1:1”, one to one”, “1 on 1”, “one on one”*
* ?? “One” or “1” included in the title

Performance

* *“review”, “okr”, “orks”, “tracker”, “feedback”*
* *“progress review”, “salary review”,*

Irrelevant

* *“reminder”, “buffer”, “break”, “annual leave”, “busy”, “office hours”, “prep”, “preparation”, “cancel”, “clear”, “draft”, “placeholder”, “offline”, “block”, “blocked”, “DNB”, “to do”, “todo”, “OOO”, “leave work”, “edit”, “edited”, “hold”, “birthday”, “travel”, “A/L”,*
* *“meditation”, “work out”, “haircut”, “yoga”, “whiskey”, “donate”, “clean”, “run”, “tennis”, “workout”,*
* *?? “framework”, “sort”,*
* *?? “lunch”*
* *“webinar”,*

External

* Name (Company) e.g *“Nancy (Multiplli)”*
* *“call with”*
* First name + surname of user
* Company name in title
* ?? *“call”, “introduction”*
* Brackets? Commas?
* *“zoom”*
* Email addresses or phone numbers
* ?? *“and”*

Unknown Initials

*“BDO”, “HDT”, “CWQ”*

Questions for Becky

What does hold + edited mean?