Team communication agreement

Plan one project handoff. Name the output, responsibility and next action.

Project and concrete output

Owner, reviewer and recipient

What counts as ready? Include an approval or review condition.

Where and when will the handoff happen?

Update channel and a realistic response expectation

How will a change or blocker be recorded and escalated?

- [ ] The receiver can identify the next action.
- [ ] The agreement includes a review point and unresolved condition.