



Internal Communications Flow



#music



Hillary 🌻

Hi Jules! I have a random idea... we should create a town hall playlist and turn it into a concert series!



Julia 🧠

Hey, Hill! Sounds great. Who else needs to be involved?

Town Hall Playlist Song Ideas

September	Earth, Wind, & Fire
Don't Stop Me Now	Queen
Rich Girl	Hall & Oates

- ✓ Make playlist for town halls
- ✓ Talk to Chels about setting up concert series
- ✓ Create Guru Card with link to playlist



Town Hall Concert Series Playlist



SLACK

Project ideas and conversations can start in Slack.

ASANA

Task and project management happens here, including project specific conversation.

GOOGLE DOCS/SHEETS

Collaboration, ideation, feedback, research, external collaboration happens here.

GURU

Documentation is added to Guru, in a specific Collection, when the information and knowledge is in a state in which it can be used.



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Alan

Hey! What's the best way to add to the town hall playlist?



Town Hall Concert Series

✓ Trusted

[View card](#)



Now, you can reply in SLACK using GURU!

Additional resources you can utilize:

LOOM

Used for quick communication, one-to-many communication, accompany Slack/Doc/Guru.

ZOOM

4-Ps of a good meeting—Could this meeting be a Guru Card?