

Planning Worksheet

Team Name	Team Type <i>Public, Private, Organization-Wide</i>	Team Members	Channels <i>General, Specific</i>	Channel Type <i>Open, Private, Moderated</i>	Channel Members	Folders	Display on User's File Explorer
Finance							
IT							
Sales							
Marketing							
Operations							
Engineering							
Corporate							
Other							

Please note:

- Channel Type—"Open" only refers to the people in the General Channel of that team, not to anyone in the organization
- More channels can be added at any time
- It is good practice to limit the number of teams—so if there is another committee or department, first see if there is a way to make it a channel and fit it within an existing team

