Remote Team Communication Audit

Team Information

Team Name

Audit Date

Auditor

Communication Tools Used

Tool	Purpose	Frequency of Use	Notes

Communication Practices

How are daily/weekly meetings conducted?

How is important information shared across the team?

What is your process for providing updates or status reports?

Effectiveness Audit

Criteria	Assessment	Notes
Clarity of Messages		
Response Time		
Information Overload		

Engagement in Remote Meetings		

Challenges & Improvements

Key Communication Challenges

Suggested Improvements