



Internal Communications: Team Updates

[MM/DD/YYYY] Weekly Announcements

Use this template for weekly announcements of important information, action items, and new knowledge for your team to find in Guru. You may find these [Monthly Recap](#) and [Daily Briefing Card](#) templates helpful as well. [Learn more](#) about this template.

Your Action Items

- Include action items here, linking to other Guru Cards wherever possible.

General Announcements

- Include important announcements here, linking to other Guru Cards wherever possible.

Guru Knowledge (New & Updated Content)

- Add new Guru Cards you'd like to highlight here.