

[Your Team Name]

[Date]

[Team Members' Names]

[Team Name or Project Title]

Subject: Collaboration on Jira Tasks

Dear Team,

I hope this message finds you all well. As we move forward with our current projects, effective collaboration in Jira is crucial for our success. Below are the key responsibilities and tasks we need to focus on:

1. ****Task Assignment****

- [Task Name] - Assigned to [Team Member's Name] - Due by [Due Date]
- [Task Name] - Assigned to [Team Member's Name] - Due by [Due Date]

2. ****Updates & Communication****

- Please ensure to update the task statuses regularly.
- Use comments in Jira for quick clarifications and updates.

3. ****Weekly Check-ins****

- We will have our weekly stand-up meetings every [Day] at [Time].
- A summary of the current tasks will be discussed.

4. ****Support & Resources****

- If you need any help or resources, feel free to reach out to me directly in Jira or via email.

Let's keep the lines of communication open and ensure we stay aligned on our goals. Thank you for your collaboration!

Best,

[Your Name]

[Your Position]

[Your Contact Information]