



Example: Weekly Team Check-In Agenda

- Go over any communications from the top of the organization
- Team Members report on the prior week
 - Accomplishments
 - What went well
 - Discuss any lessons learned
 - Discuss any challenges or obstacles
 - What new things did you learn?
 - How did the other team members do in terms of communication?
- Team Discusses next steps
 - Discuss each person's priorities/goals for the week
 - What support might you need from other team members?
 - Clarification on expectations or task goals (if needed)
- Other topics/questions