****

Team Check-In Meeting Agenda

Meeting Date

1. Welcome and Agenda Review (1 minute)
2. Check-In: Announcements, News, Updates (1 minute each participant)
3. Project/Work Updates (3-5 minutes each participant)
   1. What are you working on?
   2. What do you need from the team?
4. Project/Work Updates Discussion – as needed (5 minutes)
5. Review Action Items – who does what, by when? (2 minutes)
6. Thank You and Close (1 minute)