

The Weekly Team Check-In

A reusable 30-minute agenda for priorities, support, and follow-through.

Send the agenda in advance. Ask people to bring a brief update and one obstacle or decision they want help with. Adjust the timing to your team's size and needs.

Time	Focus	Prompt
0-3 min	Check in	What is one useful update or contribution we should recognize?
3-8 min	Review commitments	What was completed? What changed? What still needs a decision?
8-15 min	Set priorities	What are the two or three most important results for this week?
15-22 min	Resolve obstacles	Where are we blocked? What support or tradeoff would help?
22-27 min	Confirm ownership	Who will take each action, and what is the completion date?
27-30 min	Close	What is unclear? What must be communicated to people who are not here?

Keep the meeting useful

Invite quieter voices without putting people on the spot. Move detailed problem-solving to a separate conversation when only a few people are involved. End by reading back the commitments.

Opening: "Let us leave with clear priorities, the support we need, and a shared understanding of who is doing what."

Put it into practice

Meeting record

Date: _____ Facilitator: _____

Team: _____

Our top priorities this week

Obstacles, decisions, and support needed

Commitments

Action	Owner	Due date

What we need to communicate after the meeting

Bring the conversation to your team

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