**WEEKLY MEETING**

**Team Review**

Share updates on overall progress, key metrics, and anecdotes to give your team an up-to-date understanding of current initiatives. ‍

**Individual Updates**

Allow each team member to briefly share what they've been working on. This includes progress, obstacles, achievements, and any other information that would be valuable for the team.

‍

**Positive Highlights**

Acknowledge big wins and milestones accomplished since the last weekly meeting. What valuable lessons were learned? ‍

**Roadblocks & Concerns**

* Have any issues or challenges come up since the last weekly meeting?
* Are there any particular problems a team member is stuck on?
* How can we help solve them? ‍

**New Information**

* Are there any new metrics, trends, customer feedback, or market influences we should be aware of?
* What about company announcements or industry news?
* Share any resources that would help the team understand these concepts better. ‍

**Other Important Notes**

Summarize any other valuable information that was shared. It does not have to be directly related to the weekly meeting agenda. ‍

**Upcoming Priorities**

* What are the main priorities we should focus on for next week?
* How are we planning to approach these?
* What does success look like? ‍

**Main Takeaways**

What were the main insights from this weekly meeting? Include key decisions made, progress reports, and any opportunities, issues, or concerns that should be shared with colleagues. ‍

**Share**

List all key stakeholders not present and other departments that this information should be shared with. ‍

**Act**

Clarify next steps for the entire team as well as each individual. Note who's completing them, and when they should be done by. You can assign these tasks from this template.