**PROJECT CHECK-IN MEETING**

**Our Objective**

Reiterate the objective of the project

**Deadlines/Milestones**

Include in the agenda high-level milestones

**Project Update Roundtable**

* Name
* Summarize 1-5 updates here in the agenda

**Roadblocks & Risks**

Where are you blocked? How can the team help?

**Next Steps**

@name Task by DUE-DATE