READY-TO-USE TEMPLATE

A Weekly Team Check-In That Helps

A 25-minute team check-in focused on changes, help, decisions, and commitments.

25 minutes | Weekly team meeting agenda

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

Before the meeting

Share the agenda and collect items asynchronously where possible.

Add only: something that changed, a blocker needing help, a decision needing the group, or learning others could use. Include the question and what you need from the room. Routine progress belongs in our usual written update.

0-4 min · What changed?

Make room for quieter voices with a short silent writing minute.

What changed since we last met that affects someone else's work? What assumption should we update? Each person can pass, speak, or add a written note.

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

4-12 min · Where is help needed?

Make the request concrete; do not ask for a defense of effort.

What is blocked? What would make progress possible? Who has the authority or context to help? If the conversation needs two people, agree their next step rather than making the whole room wait.

12-20 min · Make one useful decision

Name the decision owner before discussing.

Question to decide:
Who decides:
Relevant information and missing voices:
Options and trade-off:
Decision or next inquiry:
When we will revisit it:

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

20-25 min · Close the loop

Read back commitments and check capacity.

What did we agree?
Action / owner / date:
What stops or moves to make room?
What needs communicating, to whom, and by whom?
What did this meeting make easier?

If there is nothing to work through

Canceling can be good meeting stewardship.

There are no decisions, blockers, or shared learning that need us together this week. Please keep the written update current. We will use the next scheduled check-in unless something changes.

The thinking behind it

A meeting distributes attention and permission. Notice whose problems become collective work and whose are repeatedly left with them.

Read When Mattering Isn't Enough by Nic Payne

Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

Date / people / purpose

What we agreed

Next step / owner / support / date

What remains open

When we will return to it

Whose work became easier because we met?