## Manager Name <> Employee Name Weekly

## **Meeting agenda**

## 4/19/2022

- ☐ Metrics recap
- ☐ Challenges
- ☐ Plan for the week
- ☐ Action items

## 4/26/2022

- ☐ Metrics recap
- ☐ Challenges
- ☐ Plan for the week
- ☐ Action items