

This is an editable template. Use this to align with the work on your campus. These check-ins should occur frequently (3-5 times a week) for 15-20 minutes.

- Update the standing items to reflect your campus goal and team norms.
- Update the roles for your Admin team and use this agenda to guide the conversation.

Admin Team Daily Check-In Agenda

Campus mission or goal:

Team norms for success:

Check-In Expectations

- Stay on topic
- Respect one another's time (15-20 min max)
- Support one another
- Maintain a solution-oriented approach

Today's Priorities (Each team member shares their 1-2 top priorities. These should support the campus mission or goal.)

- Principal:
- Assistant principal:
- Assistant principal:

Logistics to accomplish these priorities:

Updates on ongoing projects: (Status update, barriers, problem solving)

Celebrations: (These should connect to the campus mission or goal.)