

Check-in Meeting Agenda

Prior meeting: [link to meeting notes]

Does anything feel mysterious to you in the work?

Is there anywhere you feel like you need more help or guidance?

Review Assignments from past week (How'd they go?)

Assignments for the week to come

1. Key updates from Manager:

2. Learning

	One success	One area for improvement
Self-reflection from Margaret		
Feedback from manager		

3. Something you, as my manager, can do to better support me in my work is...

4. On back burner / not getting to yet (FYI)

5. Next steps / repeat-back