

Weekly Team Cadence

[Team Name]

January 1, 2025

10:00am – 11:00am

Meeting Purpose:

Ensure that everyone is on the same page about the project status. Address any blockers. Allocate work for the upcoming week.

10:00 – 10:10	Review the main goals since the last meeting.	Team Lead
10:10 – 10:30	Discuss which of these goals have been achieved and what progress has been made. Go around the room to discuss project updates from everyone involved.	All Members
10:30 – 10:40	Discuss which goals were not completed yet or what is outstanding.	All Members
10:40 – 10:50	Have any project requirements changed? Are these unfinished goals still relevant?	Team Lead
10:50 – 11:00	What needs to be done before next week's meeting?	Team Lead