# Project Team Weekly Check-in Template

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**Project**: [Project Name] **Date**: [YYYY-MM-DD] **Week of**: [Start date of week] **Meeting Lead**: [Name] **Attendees**: [List all attendees]

## Project Status Overview

**Current Phase**: [ ] Seed [ ] Active [ ] Completed **Overall Status**: [ ] On Track [ ] At Risk [ ] Behind Schedule [ ] Ahead of Schedule **Next Major Milestone**: [Milestone name and date] **Days to Milestone**: [Number]

## Individual Team Member Updates

### [Team Member 1 Name] - [Role]

**This Week’s Accomplishments**: - [Specific accomplishment] - [Specific accomplishment]

**Challenges/Roadblocks**: - [Challenge and impact]

**Next Week’s Plans**: - [Priority task 1] - [Priority task 2]

**Support Needed**: - [Specific help requested]

### [Team Member 2 Name] - [Role]

**This Week’s Accomplishments**: - [Specific accomplishment] - [Specific accomplishment]

**Challenges/Roadblocks**: - [Challenge and impact]

**Next Week’s Plans**: - [Priority task 1] - [Priority task 2]

**Support Needed**: - [Specific help requested]

### [Team Member 3 Name] - [Role]

**This Week’s Accomplishments**: - [Specific accomplishment] - [Specific accomplishment]

**Challenges/Roadblocks**: - [Challenge and impact]

**Next Week’s Plans**: - [Priority task 1] - [Priority task 2]

**Support Needed**: - [Specific help requested]

## Team Coordination

### Collaboration Highlights

[Successful collaborations, knowledge sharing, mutual support this week]

### Cross-Team Dependencies

**Waiting For**: - [Team member] needs [deliverable] from [team member] by [date] - [Team member] needs [deliverable] from [team member] by [date]

**Providing To**: - [Team member] will deliver [deliverable] to [team member] by [date] - [Team member] will deliver [deliverable] to [team member] by [date]

### Communication Issues

[Any communication breakdowns, misunderstandings, or coordination problems]

## Progress Against Milestones

### Current Milestone: [Name]

**Target Date**: [YYYY-MM-DD] **Completion Percentage**: [%] **Status**: [ ] On Track [ ] At Risk [ ] Behind [ ] Complete

**Tasks Completed This Week**: - [ ] [Task] - [Owner] - [Completion date] - [ ] [Task] - [Owner] - [Completion date]

**Tasks In Progress**: - [ ] [Task] - [Owner] - [Expected completion] - [ ] [Task] - [Owner] - [Expected completion]

**Upcoming Tasks**: - [ ] [Task] - [Owner] - [Start date] - [ ] [Task] - [Owner] - [Start date]

### Next Milestone: [Name]

**Target Date**: [YYYY-MM-DD] **Preparation Status**: [Brief status update]

## Risk and Issue Management

### New Risks Identified

| Risk | Probability | Impact | Owner | Mitigation Plan |
| --- | --- | --- | --- | --- |
| [Risk description] | High/Med/Low | High/Med/Low | [Name] | [Plan] |

### Active Issues

| Issue | Impact | Owner | Resolution Plan | Target Date |
| --- | --- | --- | --- | --- |
| [Issue description] | High/Med/Low | [Name] | [Plan] | [Date] |

### Resolved Issues

[Issues resolved this week and lessons learned]

## Resource and Support Needs

### Resource Requests

**Personnel**: [Additional help needed] **Equipment/Software**: [Tools or equipment needed] **Data/Access**: [Data sources or access permissions needed] **Budget**: [Funding needs for travel, equipment, etc.]

### External Support

**Stakeholder Input**: [Decisions or feedback needed from external parties] **Collaborator Coordination**: [External collaboration needs] **Administrative Support**: [IRB, purchasing, travel, etc.]

## Quality and Standards

### Quality Assurance Activities

[Code reviews, data validation, peer review activities this week]

### Standards Compliance

**Documentation**: [Status of documentation requirements] **Reproducibility**: [Version control, data management compliance] **Ethics**: [IRB compliance, responsible AI practices]

### Peer Review and Feedback

[Internal reviews conducted, feedback incorporated]

## Learning and Development

### Team Learning

**Skills Developed**: [New skills team members gained] **Knowledge Shared**: [Expertise shared within team] **Training Completed**: [Formal or informal training activities]

### Process Improvements

**What’s Working Well**: [Effective practices to continue] **What Could Improve**: [Process improvements identified] **Changes Implemented**: [Process changes made this week]

## Stakeholder Communication

### Internal Updates

**Lab Leadership**: [Updates provided to PI or lab leadership] **Other Lab Members**: [Information shared with broader lab]

### External Communication

**Collaborators**: [Updates to external partners] **Stakeholders**: [Communication with funders, users, etc.]

### Upcoming Communications

[Presentations, reports, or updates due soon]

## Decisions Made

### This Week’s Decisions

1. **Decision**: [What was decided] **Rationale**: [Why this decision was made] **Impact**: [How this affects the project] **Owner**: [Who is responsible for implementation]
2. **Decision**: [What was decided] **Rationale**: [Why this decision was made] **Impact**: [How this affects the project] **Owner**: [Who is responsible for implementation]

### Decisions Needed

1. **Decision Needed**: [What needs to be decided] **By When**: [Deadline for decision] **Who Decides**: [Decision maker] **Information Needed**: [What’s needed to make decision]

## Action Items

### From This Meeting

| Action Item | Owner | Due Date | Status |
| --- | --- | --- | --- |
| [Specific action] | [Name] | [Date] | [ ] Not Started [ ] In Progress [ ] Complete |
| [Specific action] | [Name] | [Date] | [ ] Not Started [ ] In Progress [ ] Complete |

### Follow-up from Previous Meetings

| Action Item | Owner | Due Date | Status | Notes |
| --- | --- | --- | --- | --- |
| [Previous action] | [Name] | [Date] | [ ] Complete [ ] Overdue | [Update] |

## Next Week’s Focus

### Team Priorities

1. [Top team priority for next week]
2. [Second priority]
3. [Third priority]

### Key Meetings/Events

[Important meetings, deadlines, or events next week]

### Potential Challenges

[Anticipated challenges or risks for next week]

## Meeting Logistics

### Next Meeting

**Date**: [YYYY-MM-DD] **Time**: [Time] **Location/Platform**: [Where/how] **Special Agenda Items**: [Any special topics to cover]

### Meeting Effectiveness

**What Worked Well**: [Effective aspects of this meeting] **What Could Improve**: [Ways to improve future meetings]

## Additional Notes

### Ideas and Suggestions

[New ideas, creative solutions, or suggestions from team members]

### External Opportunities

[Conferences, collaborations, or other opportunities relevant to the project]

### Celebration and Recognition

[Achievements to celebrate, recognition for team members]

**Meeting Duration**: [Start time] - [End time] ([Duration]) **Next Steps Summary**: [Brief summary of key next steps and owners]