

Project Planning Check-In Agenda

This check-in agenda can be used for regular leadership team meetings for the working group leads. Many schools are meeting 1-2 times a week for check-ins. The leader often conducts separate brief check-ins with working group leads 2-3 times a week.

Meeting Pre-Work

Working group leaders update a document sharing project updates using the table below.

Project Updates: Copy the projects and owners into the chart and send this to the team for updates.

Project	Owner	Updates	Upcoming deadlines or next steps	Questions or flags for discussion

Meeting Agenda (1 hour)

Timing	Topic	Components
5 minutes	Opening	<ul style="list-style-type: none"> Each person shares a moment or memory from the work that stands out to them since the last meeting
15 minutes	Overall Project Updates	<ul style="list-style-type: none"> Review the team's written project updates Discuss any questions or next steps Review: What are the key deadlines? Are we on track?
15 minutes	Project Plan Discussion & Revision Time	<ul style="list-style-type: none"> Based on the project and updates discussion, do any plans need to be updated? If so, go into the plans now and change them. Some areas for consideration: <ul style="list-style-type: none"> What, if anything, is pulling focus?

		<ul style="list-style-type: none"> ○ What needs to change to accomplish our work and goals? ○ What are the upcoming hotspots that we need to navigate together?
10 minutes	Open Questions and Key Decisions	<ul style="list-style-type: none"> • Make space for open questions about the plans, answered by project owners • Make space for decision-makers to make final calls • Discuss: What is the next set of work coming up, and what do we want to observe and listen for before our next meeting?
5 minutes	Next Steps & Closing	<ul style="list-style-type: none"> • Review next steps for each person that came out of the meeting • Set a date to check in as a team to make sure the plan is on track • Share the date of the next meeting