

---

## First Check-In Meeting

Generated by [Hypercontext.com](https://hypercontext.com)

How has your first week been?

Summary:

---

---

---

Next Steps:

---

---

---

What is your main focus / priority this week (7 Days)?

Summary:

---

---

---

Next Steps:

---

---

---

What are some of the key activities and priorities for this term?

Summary:

---

---

---

Next Steps:

---

---

---

What's felt harder than it needed to be in the last week? How can I help?

Summary:

---

---

---

Next Steps:

---

---

---

What are your 1 year, 3 year, and 5 year career goals?

Summary:

---

---

---

Next Steps:

---

---

---

What does success look like for you in 30 days?

Summary:

---

---

---

Next Steps:

---

---

---

When and how frequently would you like us to have one-on-ones?

Summary:

---

---

---

Next Steps:

---

---

---

**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared