Weekly Team Meeting

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This agenda template will encourage teams to have weekly retrospectives on what went well, what could have gone better and how to improve for the following week.

	What went well?	
	Summary:	Next Steps:
П	What could have gone better?	
_	Summary:	Next Steps:
		next Steps.
	Anything feel more difficult than it should?	
	Summary:	Next Steps:
	Do we have any blockers?	
	Summary:	Next Steps:
	From 1-10 how was your week overall?	
	Summary:	Next Steps:
☐		ne week?
	Summary:	Next Steps: