First Check-In Meeting

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- [ ] 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