

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:

😞 What could have gone better?

Summary:

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:

🎧 What's your song recommendation for the week?

Summary:

Next Steps:
