Project Manager Meeting Agenda

# Team Member Sign In

|  |  |
| --- | --- |
| Project Manager – Layout Designer – Content Editor –  | Photographer 1 – Photographer 2 – Custom Graphics Designer –  |

# Announcements/Upcoming

1. Friday – Christmas BISembly
2.
3.

# Team Goals/Ideas for the Week

1. New members up to speed

# Project Check In

Each team member needs to share (1) the project(s) he/she worked on the *previous week*, current status of the project, and challenges faced; (2) the project(s) he/she will work on this week, goal for completion (time), needs to complete the project. **As the project manager, it’s your responsibility to fill this out.**

|  |  |  |
| --- | --- | --- |
| Name: | Layout Designer | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

|  |  |  |
| --- | --- | --- |
| Name: | Content Editor | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

|  |  |  |
| --- | --- | --- |
| Name: | Photographer 1 | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

|  |  |  |
| --- | --- | --- |
| Name: | Photographer 2 | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |

|  |  |  |
| --- | --- | --- |
| Name: | Custom Graphics Designer | Last Week |
| Project Title: |
| **WORKED ON:** |  |
| **CURRENT STATUS:** |  |
| **CHALLENGES:** |  |
| This Week |
| Project Title:(write same if continuing from previous week) |
| **TO DO:** |  |
| **TIME FOR COMPLETE:** |  |
| **NEEDS TO COMPLETE** |  |