Project Manager Weekly Recap

# Team Goals/Ideas for the Week

Review your team goals for the week and re-list here

1.

# Review/Reflection

1. What projects/ideas did your team complete/execute?
2. Which projects/ideas are you stoked about this week?
3. What challenges did you encounter this week?

# Employability Evaluation

Evaluate each team member using the categories below using the **1 – 5 scale** (see descriptions). *Use .25 and .5 points if you feel the need to be more specific.*

1 = A total dud this week – a Plan of Improvement required

2 = Slightly better than a dud – recommend a Plan of Improvement

3 = Bare minimum/less-than-mediocre – something to keep an eye on

4 = Solid – consistent and reliable – no worries here

5 = Stellar – an absolute stud and probably deserves a promotion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AWEPA | **Name** | **Attendance** | **Work Ethic** | **Productivity** | **Attitude** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |