Weekly Team Cadence

# [Team Name]

## January 1, 2025

## 10:00am – 11:00am

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| Meeting Purpose:Ensure that everyone is on the same page about the project status. Address any blockers. Allocate work for the upcoming week.  |  |
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| 10:00 – 10:10 | Review the main goals since the last meeting. | Team Lead |
| 10:10 – 10:30 | **Discuss which of these goals have been achieved and what progress has been made.** Go around the room to discuss project updates from everyone involved.  | All Members |
| 10:30 – 10:40 | **Discuss which goals were not completed yet or what is outstanding.** | All Members |
| 10:40 – 10:50 | **Have any project requirements changed? Are these unfinished goals still relevant?** | Team Lead |
| 10:50 – 11:00 | **What needs to be done before next week's meeting?** | Team Lead |