First/Last Name – 1:1

Weekday, Month Day, Year (00/00/0000) at 00 a/p.m.

**Participants**: Participant A | Participant B | Participant C | Participant D

### Current Projects/Opportunities

| Project/Opportunity—Priority | | Status | Due Date |
| --- | --- | --- | --- |
|  | Project Title 1  **Description** Paragraph   * List **Item 1** * **List Item 2** | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |
|  | Project Title 1  Description Text   * List Item 1 * List Item 2 | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |
|  | Project Title 1  Description Text   * List Item 1 * List Item 2 | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |

### Upcoming Projects/Opportunities

| Project/Opportunity—Priority | | Status | Due Date |
| --- | --- | --- | --- |
|  | Project Title 1  **Description** Paragraph   * List **Item 1** * **List Item 2** | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |
|  | Project Title 1  Description Text   * List Item 1 * List Item 2 | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |
|  | Project Title 1  Description Text   * List Item 1 * List Item 2 | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |

### Highest Priority Task

| Task—Priority | | Status | Due Date |
| --- | --- | --- | --- |
|  | Project Title 1  **Description** Paragraph   * List **Item 1** * **List Item 2** | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |
|  | Project Title 1  Description Text   * List Item 1 * List Item 2 | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |
|  | Project Title 1  Description Text   * List Item 1 * List Item 2 | Complete/  InProgress/  Deffered/  Not Started | **00/00/0000** |

### Staffing Issues/Questions

### Other Business

### Carry Forward Items

| Item | Notes |
| --- | --- |
| Carry Forward Item 1  **Description** Paragraph   * List **Item 1** * **List Item 2** | Notes: |
| Carry Forward Item 2  **Description** Paragraph   * List **Item 1** * **List Item 2** | Notes: |
| Carry Forward Item 3  **Description** Paragraph   * List **Item 1** * **List Item 2** | Notes: |

### Professional Demeanor

Mark the appropriate number with an X (Scale of 1–10)

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| Focused |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

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| Organized |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

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| On-task |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

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| Overwhelmed |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

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| Concerned |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

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| Distracted |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

### Progress Toward Goals

Mark the appropriate number with an X (Scale of 1–10)

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| Self |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
| Notes: | | | | | | | | | | | | | | | | | | | | |

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| Direct Reports |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
| Notes: | | | | | | | | | | | | | | | | | | | | |