**Planning Check-In Meeting: MONTH**

**Purpose:**

* Track progress toward plan in the previous month
* Review major activities for the upcoming month
* Make updates to plan based on previous progress, new opportunities or resources, or shifting priorities

**Agenda:**

9:00 Hello and Roll Call

9:05 Partner wins!

* This is the time for a collaborator to share something exciting about their work or progress (i.e., a successful action or a promising new resource)

9:10 Progress the Past Month

* What actions were slated to be completed during the previous month?
* For each action, what is the status and outcome?
* What does completing the action mean for:
	+ New opportunities identified
	+ Changing the priority of the strategy/tactic/activity
	+ Our sense of progress toward goals
* Any lessons learned?

9:30 Upcoming Activities

* Review activities that are due in the next month
* Address the following:
	+ Are you on track to complete the action?
	+ Can others contribute to increase the impact of the action?
	+ Is the action still a priority?

9:45 New Activities

* Has a partner already taken or planned an additional action that has an impact on the plan?
* Are there ideas for new actions to be taken by another collaborator?

10:00 Adjourn