

# Team Progress Review Checklist Template

## 1. Preparation

- ☐ Relevant documents reviewed
- ☐ Agenda shared with team
- ☐ Meeting scheduled and invites sent

## 2. Progress Review

- ☐ Completed tasks discussed
- ☐ Pending tasks reviewed
- ☐ Blockers identified

## 3. Team Feedback

- ☐ Team concerns addressed
- ☐ Suggestions for improvements discussed

## 4. Action Items & Deadlines

Action Item	Owner	Deadline	Status

## 5. Notes

Additional notes...