

# 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...