

### Overall Check-In (5 min)

Share how each of you are feeling this week. This is a time for a few minutes of chit chat about your life outside of work or to share a little more about yourselves.

### Work Progress (15-20 min)

**Reflections** Choose at least one question to discuss.

Questions:	Notes
<ul style="list-style-type: none"> <li>• What's one thing you learned this week?</li> <li>• What's one success you had this week?</li> <li>• What was a challenge this week?</li> <li>• What skills or knowledge would you like to gain before the internship is over that you haven't gained yet?</li> </ul>	

**Past Week** What tasks have you worked on in the past week?

Tasks:	Progress Notes:

**Next Week** What are the tasks, deliverables, and expectations for the next week?

Tasks:	Deliverables and Expectations:

## Communication (5-10 min)

Effective communication is a work in progress. We will regularly check-in about our communication effectiveness and discuss how to improve it using the following tool.

Overall, our communication since our last check-in has been (check one)

Great!

Just OK

Needs Improvement

Thoughts on specific aspects of our communication

	What's been working	What isn't working	What we will change
<b>Communication Timing</b> (Are we reaching each other at times we are both available?)			
<b>Communication Response Time</b> (Are we hearing back from each in a timely way, and are our expectations reasonable?)			
<b>Communication Frequency</b> (Should we be communicating more or less frequently?)			
<b>Communication Method</b> (email, messaging, etc)			
<b>Other Communication Notes</b> (Anything else not covered above?)			

## Technology (0-5 min)

Have there been any issues with technology or home office that have been a barrier since the last check-in?

	Issue / Need	Solutions / Resources
Computer		
Internet		
Computer Programs and Security Requirements		
Home "Office" Setup		
Technology Proficiency		