# Progress, Plans and Problems Meeting

## Goal

Get visibility into each other's activities, remove any roadblocks, and take a moment to remember we’re all real people.

## Duration

25 minutes or longer

## Agenda

### 1.0 Team updates

Before the meeting, add the top 3 to 5 responses for each category to your agenda item:

* + - * + Progress: Any accomplishments since the last update
        + Plans: What you’re working on next
        + Problems: Where you need help

### 1.1 Team member 1 (5 minutes)

### 3.0 Review

Review notes and confirm any new actions and decisions.

## Resources

### Overview

Read about this meeting on the Lucid Meetings Blog.

*4 ways to run status meetings with your remote team that actually work*  
<http://blog.lucidmeetings.com/blog/4-ways-status-meetings-remote-team-that-work>

### How-To Guide and Template

Online meeting template with full 8-page Facilitator’s Guide *(Lucid Meetings account required)*[https://meet.lucidmeetings.com/meeting\_template/2912](https://meet.lucidmeetings.com/meeting_template/2911)