# Remote Team Check-In Meeting

## Goal

Get visibility into each other's activities, remove any roadblocks, and take a moment to connect.

## Duration

45 minutes

## Agenda

### 1.0 Team Updates

Everyone write your response to the following:

* + - Things I said I'd do this week and their results
    - Other issues that came up
    - Things I'm doing next week

Raise your hand when you’re finished reading.

### 2.0 Questions: What do you want to know?

Each person has 5 minutes to ask any questions they have about the updates they’ve read.

## Resources

### Overview

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/2913>