Growth Performance

15-MINUTE FORMAT

Weekly Team Check-in Template

A brief, consistent weekly check-in builds team connection, surfaces blockers early, and keeps everyone focused on what matters. Best done in 10 to 15 minutes, standing up or in a quick call.

The discipline: Keep it short, keep it consistent, keep it positive-forward. This is not a status update to the manager, it's a shared team ritual. Everyone speaks, everyone listens.

MEETING DETAILS

DATE	TEAM	FACILITATOR

TEAM ENERGY CHECK

Each person shares a number from 1 to 10 for their energy/focus this week, and one word for how they're arriving. No need to explain, just notice.

NAME	ENERGY (1-10)	ONE WORD

TEAM WINS THIS WEEK

What has gone well, for individuals or the team collectively? Celebrate progress, not just completion.

WIN (BE SPECIFIC)	WHO / WHAT

BLOCKERS & CHALLENGES

What is in the way? What do you need help with? Surface these quickly, the point is to identify blockers, not to solve them in the check-in.

BLOCKER / CHALLENGE	OWNER	ACTION / WHO CAN HELP

TOP PRIORITIES THIS WEEK

Each person shares their top 1 to 2 priorities for the week. Creates visibility, shared understanding, and natural accountability.

NAME	PRIORITY 1	PRIORITY 2

SHOUT-OUTS & RECOGNITION

Who deserves recognition this week? Specific, genuine appreciation takes 30 seconds and has a disproportionate impact on team culture.

ANYTHING ELSE?

Any decisions needed? Any announcements? Keep it brief.

NEXT CHECK-IN DATE:

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

growthperformance.co.uk/contact
hello@growthperformance.co.uk