|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26/11/2023 Brian Forest & Joel Gillesby | | | | | | | | | | | |  |
|  | TOUCHPOINT MEETING | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | **ISSUES WITH PROJECTS** |  |
|  |  | **ASSIGNMENTS DUE SOON** |  |  |  | **PROJECTS STATUS** | |  |  |  | Team member should come prepared with a list of questions for any challenges facing. |  |
|  |  | Make sure you’re clear on any upcoming deadlines before the meeting ends. Highlight here the most important ones. |  |  |  |  |  |  |  |
|  |  |  |  |  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | **UPDATES ON TASKS** |  |
|  |  |  |  |  |  |  |  |  | Your team member should be ready to give a brief update on their work progress. Review progress on any deliverables, in order of priority. |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **ADDITIONAL RESEARCH** |  |  |  |  |  |  |  |
|  |  | Figure out whether you or the team member needs to do any more research. Block off extra time for this. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **DELICATE PROJECT** | **75%** |  |  |  |  | **SUGGESTION FOR HELP** |  |
|  |  |  |  |  |  |  | |  |  |  | This meeting should be a two-way street. Give your team member a chance to offer suggestions on how you can help them meet their goals. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **TOP PROJECT** | **40%** |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |  |
|  |  | **LEARNING & DEVELOPMENT** |  |  |  |  |  |  |  |  |  | **NEXT MEETING** |  |
|  |  | You should build in time for your team members to attend valuable training sessions. |  |  |  | **PENDING PROJECT** | **20%** |  |  |  | Brian proposed next Thursday 9am, but we should confirm this over email by the end of tomorrow. |  |
|  |  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | [**© TemplateLab.com**](https://templatelab.com/) | | |  |