



Weekly Check-In Template

Intern Name: _____

Supervisor Name: _____

Work Site: _____

Date: _____

Next Meeting: _____

Previous Action Items	Who is Responsible	Status

This Week

Topic	Notes
Work Plan Review	
What Went Well?	
What Didn't Go Well?	
Skills Development – Strengths & Opportunities	
Professional Development – Ideas & Opportunities	
How Can I Help?	

New Action Items	Who is Responsible	Target Due Date

Parking Lot: Thoughts / Ideas for a Future Meeting

Additional Notes: