

Date Subject of Dialogue

Name

Progress

How are you contributing to the team? ▼

List what has been accomplished so far. ►

Revising the Plan

Are you proceeding according to the plan?

Does the plan need to be revised? ▼

How do you have to revise the plan to accomplish your goal? ►

Reflection

How is it going?

What can be changed right now to make the process better? ▼

