



Sample weekly check-in form

Week of _____

VAD Objective	Long-term project	Tasks completed	Goals for the week
<i>Ex. Build relationships and improve communication between org. and its partners, as well as among partners.</i>	<i>Organize first community stakeholders meeting</i>	<ul style="list-style-type: none">• <i>Determined a date that works for ED and major partners</i>• <i>Drafted sample agenda</i>• <i>Planned icebreaker activity</i>	<ul style="list-style-type: none">• <i>Edit agenda</i>• <i>Send invitations to all partners and collect RSVPs</i>• <i>Work with admin to secure refreshments for the meeting</i>