

# Quarterly Plan

Monday, May 1 – Monday, July 31, 2023

# Quarter 2

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## Quarterly Plan

Monday, May 1 – Monday, July 31, 2023

## Quarter 2

# Weekly Plan

Monday, May 1 – Friday, May 5, 2023

Week 18

Quarter 2

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Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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May 1, 2023

Quarter 2 Week 18 Day 121

Monday

7 work days left in sprint

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Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

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May 3, 2023

Wednesday

Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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Daily Metrics

Shutdown Complete ☐

Tasks:

Notes:

☐ Update standup notes

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☐ Italian

☐ Walk dog

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May 5, 2023

Quarter 2 Week 18 Day 125

Friday

3 work days left in sprint

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# Saturday

May 6, 2023

Tasks:

☐ Plan next week

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# Sunday

May 7, 2023

Tasks:

☐ Plan meals

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# Alex

May 5, 2023

**Personal/Notes:** (Spouse, children, pets, hobbies, friends, history, etc.)

**Their Update:** (Notes you take from their "10 minutes")

**My Update:** (Notes you make to prepare for your "10 minutes")

**Future/Follow Up:** (Where are they headed? Items that you will review at the next 1-on-1)

## Questions to Ask:

- Tell me about what you've been working on.
- Tell me about your week – what's it been like?
- Tell me about your family/weekend/activities?
- Where are you on ( ) project?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What did ( ) say about this?
- Is there anything I need to do, and if so by when?
- How are you going to approach this?
- What do you think you should do?
- So, you're going to do "( )" by "( )", right?
- What can you/we do differently next time?
- Any ideas/suggestions/improvements?





# Edna

May 5, 2023

**Personal/Notes:** (Spouse, children, pets, hobbies, friends, history, etc.)

**Their Update:** (Notes you take from their "10 minutes")

**My Update:** (Notes you make to prepare for your "10 minutes")

**Future/Follow Up:** (Where are they headed? Items that you will review at the next 1-on-1)

## Questions to Ask:

- Tell me about what you've been working on.
- Tell me about your week – what's it been like?
- Tell me about your family/weekend/activities?
- Where are you on ( ) project?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What did ( ) say about this?
- Is there anything I need to do, and if so by when?
- How are you going to approach this?
- What do you think you should do?
- So, you're going to do "( )" by "( )", right?
- What can you/we do differently next time?
- Any ideas/suggestions/improvements?



**Juan**

May 2, 2023

**Personal/Notes:** (Spouse, children, pets, hobbies, friends, history, etc.)

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**Their Update:** (Notes you take from their "10 minutes")

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**My Update:** (Notes you make to prepare for your "10 minutes")

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**Future/Follow Up:** (Where are they headed? Items that you will review at the next 1-on-1)

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**Questions to Ask:**

- Tell me about what you've been working on.
- Tell me about your week – what's it been like?
- Tell me about your family/weekend/activities?
- Where are you on ( ) project?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What did ( ) say about this?
- Is there anything I need to do, and if so by when?
- How are you going to approach this?
- What do you think you should do?
- So, you're going to do "( )" by "( )", right?
- What can you/we do differently next time?
- Any ideas/suggestions/improvements?



# Kelly

May 3, 2023

**Personal/Notes:** (Spouse, children, pets, hobbies, friends, history, etc.)

**Their Update:** (Notes you take from their "10 minutes")

**My Update:** (Notes you make to prepare for your "10 minutes")

**Future/Follow Up:** (Where are they headed? Items that you will review at the next 1-on-1)

## Questions to Ask:

- Tell me about what you've been working on.
- Tell me about your week – what's it been like?
- Tell me about your family/weekend/activities?
- Where are you on ( ) project?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What did ( ) say about this?
- Is there anything I need to do, and if so by when?
- How are you going to approach this?
- What do you think you should do?
- So, you're going to do "( )" by "( )", right?
- What can you/we do differently next time?
- Any ideas/suggestions/improvements?

