

Especially given the remote nature of the internship, it's important to have a quick daily check-in to touch base and build rapport. Use the following questions as a guide.

	Notes	Actions/Next Steps
Is there anything you need from me?		
Do you feel like you're making progress on your work? If not, why not?		
Are there any communication issues we need to discuss?		
Are there any technology or home office issues we need to discuss?		
Any other questions or concerns?		