Frame your work- what are you trying to do? What are your research questions?

Identify the challenge- What is one problem/challenge you needed to address in your work? (What is one thing you didn't know about your topic or methodology that you needed to learn in order to do your work)?

How/what did you research- who did you speak to and/or what resources did you consult that were helpful in answering your question/addressing your problem?

What did you learn- What did you find out from the process of researching/experimenting with a solution?

What's the solution- What is/was the solution to your problem (can still be in progress)? How did you make this decision in the context of our project/what factors influenced your decision making?

What's next- Where to next? What questions will you be thinking through/addressing in the next stage of your work?

What would be helpful for a similar team to ask- What questions did you ask yourself during the process/what considerations might be helpful for someone else looking to do something similar to think through)?