

Employee name:

Meeting location/link:

Date:

Time/time zone:

Meeting Title:

Notes from last meeting:

MEETING AGENDA

- How is everything going?
→ Notes:
- Are you experiencing any roadblocks or stressors?
→ Notes:
- What are you currently working on?
→ Notes:

ONE ON ONE MEETING TEMPLATE

- How are your professional development goals going? How can I help?

→ Notes:

- How can I better support you on a day-to-day or big picture basis?

→ Notes:

Action Items:

Notes/summary: