

Company name(s):

Meeting location/link:

Date:

Time/time zone:

Meeting Title:

Notes from last meeting:

MEETING AGENDA

- How is everything going?

→ Notes:

- What projects have you enjoyed working on the most?

→ Notes:

- How have the past X months been for you?

→ Notes:

- What have your biggest challenges been?

→ Notes:

PERFORMANCE REVIEW MEETING TEMPLATE

- Review objectives/goals/metrics and how the employee is progressing.
- Honest feedback for employee
 - Positives:
 - Constructive feedback:
- How do you feel you are progressing towards your goals?
 - Notes:
- Honest feedback from employee
 - Positives:
 - Constructive feedback:

Areas to monitor/discuss: