

# ONE-TO-ONE MEETING NOTES

Manager: \_\_\_\_\_ Team member: \_\_\_\_\_

Date of this meeting: \_\_\_\_\_ Next meeting: \_\_\_\_\_ Meeting no.: \_\_\_\_\_

## Carried over from last time

| Action from last time | Owner | Agreed on | Where it stands | Done                     |
|-----------------------|-------|-----------|-----------------|--------------------------|
|                       |       |           |                 | <input type="checkbox"/> |
|                       |       |           |                 | <input type="checkbox"/> |
|                       |       |           |                 | <input type="checkbox"/> |

## Since last time - progress and anything to celebrate

## What is in the way - blockers, risks and decisions needed

## Workload and priorities for the next few weeks

## Feedback, both directions

## Development, training and career

## Actions from this meeting

| Action agreed | Owner | By when | Done                     |
|---------------|-------|---------|--------------------------|
|               |       |         | <input type="checkbox"/> |
|               |       |         | <input type="checkbox"/> |
|               |       |         | <input type="checkbox"/> |
|               |       |         | <input type="checkbox"/> |

Copy anything still open into the Carried over table on the next sheet, so an action cannot quietly disappear between meetings.