One-on-one meeting agenda template

Keep it in a shared doc that both people add to before the meeting. 30 minutes.

One-on-one: team member and manager, date

1. Their topics

What the team member wants to talk about, added before the meeting

2. Wins since last time

What moved, and what they're proud of

3. Stuck or slowing down

What's blocked, what it's waiting on, and since when

4. Priorities for the next two weeks

The top three, and anything that should wait

5. Feedback, both ways

One thing to keep doing, one thing to change. The manager asks: what should I do differently?

6. Growth

A skill, a project or a goal they're working toward

Next steps

Action · Owner: name · By: date

Action · Owner: name · By: date

Action · Owner: name · By: date