

# 1:1 Meeting Agenda

---

**Employee:**

---

**Manager:**

---

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Schedule:**    Weekly ☐    Biweekly ☐    Monthly ☐    Other: \_\_\_\_\_

**Duration:**    30 min ☐    45 min ☐    60 min ☐

---

## Preparation: (due 24h before)

- ☐ Employee adds priorities, wins, blockers, and topics.
- ☐ Manager adds context, feedback, and any decisions needed.
- ☐ Attach links/docs (tickets, dashboards, briefs).

## Agenda (30 minutes)

1. **Check-in (2 min)** — How are you feeling? Anything non-work affecting bandwidth?
2. **Wins & highlights (3 min)** — What went well? Any shout-outs?
3. **Priorities & progress (8 min)** — Top 1–3 priorities; what's on track / at risk?
4. **Roadblocks & support needed (7 min)** — What's stuck? What do you need from me/others?
5. **Feedback both ways (5 min)** — Manager → employee (specific, actionable).  
Employee → manager/process (start/stop/continue).
6. **Growth & career (3 min)** — Skills to build; opportunities; next step on the development plan.
7. **Recap & commitments (2 min)** — Decisions, owners, due dates; confirm next 1:1.

## Live Notes

Use this space during the 1:1 for quick notes and decisions:

---

---

---

---

---

---

---

---

---

---

---

---

**Actions & Owners**

Capture actions as you go. If it's not written, it won't happen.

Action	Owner	Due	Status	Notes	Follow-up by
--------	-------	-----	--------	-------	-----------------

**Running Log (paste below and update each week)**

Keep a history of discussions, decisions, and outcomes.

Date	Topic	Notes/Decisions	Action	Owner	Due
------	-------	-----------------	--------	-------	-----

**Optional Deep-Dive (for 45–60 min sessions)**

Use this for strategy review, retrospective, career mapping, or a complex decision.

---

---

---

---

---

---

---

---

---