|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **EMPLOYEE ONE TO ONE MEETING** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **MEETING ATTENDEES:** | JOHN DOE & SYLVIA WATSON |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **DATE:** | 30/11/2023 | **TIME:** | 14:30-15:30 |   |   | **LOCATION:** | Big conference hall (A5) |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **MEETING AGENDA:** |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Review the team’s work for the sprint (or time between this and the next meeting) and review whether or not it lines up to the overall team goals. Brainstorm and strategize ways to reach team goals. |   |   | Align on what everyone’s working on and how far along each individual is on their projects or campaigns. Review how the team is tracking against goals: Are you red, yellow or green? |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **DISCUSSION POINTS:** |   |   |   | **NOTES:** |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Review notes from the last meeting | Review and approve the event meeting notes from the last meeting. |   |   |   | We are going to talk through issues and figure out the basics of a plan. The trust we receive through our coaching program with is simply amazing. It really helps to reflect on my decision-making style in a new light. |   |   |
|   | New business | Discuss new topics and major updates that need to be addressed. This Jefferson's offer should be considered in more detail. |   |   |   |   |   |   |
|   | Learning & Development | What’s something non-goal related you learned this week? |   |   |   |   |   |   |   |
|   |   |   | **NEXT MEETING:** |   |
|   | Point #4 | Lorem ipsum dolor sit amet, consectetuer adipiscing  |   |   |   |   |   |   |   |
|   |   |   |   | **Date:** |   |   |
|   |   |   |   | 01/01/2024 |   |   |
|   |   |   |   |   |   |   |
|   | Point #5 | Lorem ipsum dolor sit amet, consectetuer adipiscing  |   |   |   |   |   |   |   |
|   |   |   |   | **Time:** |   |   |
|   |   |   |   | 15:00-16:00 |   |   |
|   |   |   |   |   |   |   |
|   | Point #6 | Lorem ipsum dolor sit amet, consectetuer adipiscing  |   |   |   |   |   |   |   |
|   |   |   |   | **Location:** |   |   |
|   |   |   |   | "Harvey" restaurant |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   | [**© TemplateLab.com**](https://templatelab.com/) |   |