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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ONE TO ONE** MEETING NOTES |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | **MEETING OBJECTIVE:** | Determine goals for 2024 Q1 |   |   |
|   |   |  |  |   |   |   |   |   |   |   |   |   |   |   |
|   |   | **DATE & TIME:** | November 22, 2023 11:00 - 12:10 |   | **LOCATION:** | Meeting Room A5, 213 Watson Street, Chicago |   |   |
|   |   |  |   |   |   |   |  |   |   |   |   |   |   |   |
|   |   | **ATTENDEES:** | Vera Bolt & Jason Jackson |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | **AGENDA ITEM** | **TIME** |   |  |   | **MEETING NOTES** |  |   |
|   |   | Quarterly goals recap through numbers | 15 min |   |   | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. |   |   |
|   |   | Improving cross-functional collaboration | 5 min |   |   |   |   |
|   |   | Virtual team building - ideas | 5 min |   |   |   |   |
|   |   | New facility office design | 10 min |   |   |   |   |
|   |   | Item #4 Lorem Ipsum | 15 min |   |   |   |   |
|   |   | Item #5 Lorem Ipsum | 5 min |   |   |   |   |
|   |   | Item #6 Lorem Ipsum | 10 min |   |   |   |   |
|   |   | Item #7 Lorem Ipsum | 5 min |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | **ACTION ITEM** |  |  | **OWNER** | **DUE** |   |   |   |   |
|   |   | Development team to remove a critical bug | VB | 12-Dec |   |   |   |   |
|   |   | Standardize their onboarding processes | JJ | 13-Dec |   |   |   |   |
|   |   | Complete the presentation slides | VB | 16-Dec |   |   |   |   |
|   |   | Action Item #4 Lorem Ipsum | JJ | 17-Dec |   |   |   |   |
|   |   | Action Item #5 Lorem Ipsum | JJ | 18-Dec |   |   |   |   |
|   |   | Action Item #6 Lorem Ipsum | JJ | 07-Jan |   |   |   |   |
|   |   | Action Item #7 Lorem Ipsum | VB | 10-Jan |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   | [**© TemplateLab.com**](https://templatelab.com/)  |   |