|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **ONE TO ONE STAFF MEETING** |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | November 17, 2023 |  | 12:00 - 12:50 |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | 3274 Quilly Lane, 76501 Temple (Head Office) |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |  | Gordon Bronson & Kyle Harris |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | **CHECK-IN** |  |  | 5 m |   |   |
|   |   | How are both of you feeling? This can be one word or a phrase or a conversation. |   |   |
|   |   | **O** | Do you both feel safe and ready to build trust? |   |   |
|   |   |   | We both feel comfortable in our business positions and tend to lead trustful conversation |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | **UPDATES ON OBJECTIVES** |  |  | 10 m |   |   |
|   |   | Action items that were set in the previous one to one meeting |   |   |
|   |   | **O** | Arrange the remaining documentation from the project "Ready player one" |   |   |
|   |   |   | The reports are fully prepared and handed over to the client. We have not received confirmation yet. |   |   |
|   |   | **O** | Rework of proposed design for SOP |   |   |
|   |   |   | The design has been changed, new footers have been added and the overall document looks more modern |   |   |
|   |   | **O** | Discuss the critical sale metrics with the sales team |   |   |
|   |   |   | The revenue generated and the number of new customers acquired during the previous period are fine. |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | **DISCUSS CHALLANGES** |  |  | 15 m |   |   |
|   |   |  Address employee concerns, where they feel stuck |   |   |
|   |   | **O** | Increasing brand awareness - no formed strategies for building an excellent reputation |   |   |
|   |   |   | It was agreed to seek help from SME - "Brand awareness now" will be contacted |   |   |
|   |   | **O** | Hiring talented people - the registered candidates do not leave a good impression |   |   |
|   |   |   | Increase the volume of ads and expand them to other platforms, especially LinkedIn |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | **CREATE ACTION ITEMS** |  |  | 15 m |   |   |
|   |   | Setting clear expectations and timelines will help us stay focused on priorities  |   |   |
|   |   | **O** | Employee satisfaction surveys - create two variants |   |   |
|   |   | **O** | Find great business accountants and financial advisors to help us analyse our financial situation |   |   |
|   |   | **O** | Propose ways to optimize our existing website for conversions |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | **ADDITIONAL NOTES** |  |  | 5 m |   |   |
|   |   | Anything else worth mentioning |   |   |
|   |   | **O** | To draw attention to increase the stock of office supplies before the campaign |   |   |
|   |   | **O** | A colleague from HR is retiring, organize a suitable send-off |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
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