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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **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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