**One-on-One Meeting Agenda Template**

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| --- | --- |
| Date | Location |
| MM/DD/YY |  |
| Meeting Title |   | Time |
|  | 12:00 PM |
| Meeting Agenda Items |
| **Check In** | Notes |
| How are you doing? | Any questions or concerns? |
|  |   |
|  |  |  |
| **Recent Accomplishments** | Notes |
| What have you succeeded at lately? | What have you been feeling strongly working on? |
|  |   |

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| **Challenges** | Notes |
| What has been a bottleneck in your workflow? | What tasks have been a struggle for you to complete? |
|  |  |
|  |  |  |
| **Upcoming Projects** | Notes |
| What projects do you have upcoming? | Do you have any questions about these projects? |
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|  |  |  |
| **Career Discussion** | Notes |
| What are your goals for your work at this company? | What support do you think you need to achieve these goals? |
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|  |  |  |
| **Review** | Notes |
| Go over action items | Go over any remaining questions. |
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