

1:1 notes

Cadence Bi-weekly

Event Calendar event

Participants Person Person

# Agenda

| Topic | Time | File |
| --- | --- | --- |
| Topic 1 | 10 min | File |
| Topic 2 | 10 min | File |
| Topic 3 | 8 min | File |

Date

# Project debrief

### Project updates

* Document decisions and relevant information
* Celebrate achievements
* Add next steps

### Challenges and dependencies

* Note current obstacles
* Identify future challenges

# Next steps

1. Ceva
2. Ceva2
   1. ceva2.a

### Action items

* Add action item Person
* Add action item Person

### Topics for future discussions

* Add topic Date
* Add topic Date