**Template:**

*Create a collaborative document that both you and your employee can add agenda items to before the 1:1 starts so that you’re prepared to address your employees’ concerns and they’re prepared to give you updates on their work. Having an agenda will also help you stay on track so your meetings don’t go off topic and help you keep a record of action items and notes. Keep all agendas in the same document so you and your employee always know where to go for information and notes.*

**Date**

Employee Name

* Agenda items/questions
* Agenda items/questions
* Agenda items/questions

Manager Name

* Agenda items/questions
* Agenda items/questions
* Agenda items/questions

Notes:

* Notes and action items based on discussion
* Notes and action items based on discussion

**Sample:**

**October 20, 2017**

Brian Kim

* Question about client problem and how to respond
* Would like to review competitor research analysis for feedback

Helen Ramsey

* How is the project proposal coming along? Any challenges I can help with?
* Feedback on the client slide deck
* Opportunity for new project with operations team
* Have you found any good courses to help you with your public speaking goal that you want to take?

Notes:

* Helen will sync with operations team by 10/26 to get update on project scope
* Brian will update client deck to include new monthly usage graph