One-on-One Meeting Notes

[Manager name] and [Team member name]

Date	[Month day, year]	Next meeting	[Date]

How things are going

[Team member shares how the last period felt, in their own words.]

Wins since last time

[What went well.]

Challenges and blockers

[What is getting in the way, and what would help.]

Feedback

From manager	From team member
[Feedback]	[Feedback]

Growth and goals

[Progress on goals, and any skill or opportunity to work on.]

Agreed actions

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]