

One-on-One Meeting Agenda

1. Meeting Information

| | |
|-------------|--------------------------------------|
| Date | {{Date}} |
| Time | {{Start – End time}} |
| Location | {{Location or video link}} |
| Facilitator | {{Facilitator}} |
| Note-taker | {{Note-taker}} |
| Attendees | {{Attendees / required vs optional}} |

Fill this block before you send the invite so everyone knows when, where, and who is expected. Name a facilitator and a note-taker — meetings without both tend to drift.

2. Objectives

- Check in on how {{the report}} is actually doing — workload and energy
- Clear blockers and agree what support is needed
- Make space for growth and honest feedback in both directions

State one to three outcomes this meeting must produce — a decision, a plan, an aligned team. If you cannot name an objective, the meeting can probably be an email.

3. Agenda

| Topic | Lead | Time | Type |
|--|------------|-------|---------|
| Personal check-in — how are you, really? | {{Report}} | 5 min | Discuss |
| Wins & progress since last time | {{Report}} | 7 min | Inform |

| | | | |
|--|-------------|-------|---------|
| Blockers & where you need support | {{Report}} | 8 min | Discuss |
| Priorities & focus until next 1:1 | {{Both}} | 7 min | Decide |
| Growth & development — goals, skills, career | {{Both}} | 8 min | Discuss |
| Feedback both ways | {{Both}} | 5 min | Discuss |
| Recap & action items | {{Manager}} | 5 min | Inform |

Give every item an owner, a time box, and a type — Inform, Discuss, or Decide — so people come prepared and you protect time for the decisions that matter. Put the most important item first, not last.

4. Decisions & Notes

| Topic | Decision / key note | Follow-up |
|-----------|------------------------------|---------------|
| {{Topic}} | {{What you agreed together}} | {{Follow-up}} |

Capture decisions as they happen, in the room. A one-line record of what was decided prevents the same debate from reopening next week.

5. Action Items

| Action | Owner | Due date |
|--------|-------|----------|
|--------|-------|----------|

| | | |
|---|-----------|--------------|
| {{Action — and say whether it's yours or mine}} | {{Owner}} | {{Due date}} |
| {{Action}} | {{Owner}} | {{Due date}} |

Every action needs a single owner and a date — “we” is not an owner. Read these back aloud before you close the meeting so nobody leaves surprised.

6. Parking Lot

- {{Topic to revisit when there is more time, e.g. a longer career conversation}}

Park anything important that is off-agenda here instead of letting it derail the meeting. Review the parking lot when you plan the next agenda.

7. Next Meeting

| | |
|-------------|------------------------------|
| Date & time | {{Date and time}} |
| Focus | {{Main focus for next time}} |

Set the next meeting before everyone leaves — it is far harder to schedule afterward. Note the main focus so the next agenda almost writes itself.