

1-on-1 Meeting Discussion Notes

Team member:

Manager:

Date:

HEADLINES

Successes	Challenges	Requests for help
Potential blockers	Priorities	

METRICS

Definition		Last week's performance				Next week's expected performance			
Metric name	Units	Forecast	Actual	Variance	Comment	Target	Forecast	Variance	Comment

DEPENDENCIES

Definition		Last week's capacity		Next week's expected capacity	
Name		Actual	Comment	Forecast	Comment

TASKS

Last week's tasks					
Priority	Task	By who	By when	Status	Comment
Next week's tasks					
Priority	Task	By who	By when		

DISCUSSION AGENDA

- Step 1. Working down the page:
- Discuss items requiring further explanation, by exception
  - Agree any required changes for next week
  - If changes required, make note on this form now
- Step 2. Recap the priorities, tasks, and requests for help
- Step 3. Self-assess how to make 1-on-1 better next week