

One-on-One Meetings That Work™

Team Member Agenda Form*

Please use the following agenda to help you prepare for our meeting.

Accomplishments & Status

A list of all current projects, with one or two sentences describing progress and status of each.

Blocked/Waiting on

Note any roadblocks that are currently keeping projects from progressing. Describe the roadblock for each in one or two sentences.

To do

Make a high-level to-do list of what you would like to accomplish within the next week.

Areas to Develop

Note areas of personal and professional development and what activities you have undertaken/would like to undertake to develop in those areas.

Goal Tracking

Review your monthly, quarterly or yearly goals. Note progress - You should be making steady progress toward fulfilling those goals.

Action Plans

Record the results of previously established action plans including whether or not they are complete.

*Developed by [Building Champions](#) Executive Coach [Raymond Gleason](#).