**One-to-One Meeting Minutes Template**

**Date of meeting and attendees:**[Insert details]

**Meeting purpose**:[Insert specifics, for example, general catch-up, review targets and performance, discuss employee development]

**Agenda:**

1. **Recognize achievements and lessons learned:** [Write notes on achievements since the last meeting and any lessons learned. Record progress on projects, identify any training needs]
2. **Identify and resolve roadblocks:** [Take notes on obstacles hindering progress or causing delays. Record discussion on ways to remove roadblocks and any necessary support]
3. **Open discussion and two-way feedback:** [Record any issues raised by the employee or insights and feedback]
4. **Tasks and actions:** [List agreed tasks, actions, and deadlines]

|  |  |  |
| --- | --- | --- |
| **Task** | **Assigned To** | **Deadline** |
| [Insert task 1] | [Insert name of person responsible] | [Insert deadline date] |
| [Insert task 2] | [Insert name of person responsible] | [Insert deadline date] |
| [Insert task 3] | [Insert name of person responsible] | [Insert deadline date] |

**Follow-up:**

[Insert details of next 1:1 meeting]