

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]