

Employee Performance Evaluation Meeting Agenda

Meeting title	

Location	Date

Start time	End time

Facilitator

Attending team member

1. Team member's performance review



2. Team member's notable achievements

3. Things to improve
#1
#2
#3
#4
#5

4. Team member's impressions	
5. Questions and action items (Meeting summary and next steps)	

Communicate and collaborate with your team using Pumble, a business messaging app