

# 1:1 Meeting Agenda

Meeting title

Location	Date

Start time	End time

Facilitator

Attending team member

1. Check-in (General questions about tasks and well-being)

2. Feedback (Specific questions to gather feedback and build transparency)

3. Team dynamics and collaboration (Questions about interpersonal relationships with other team members)

4. Employee engagement (Questions to understand the levels of enthusiasm and motivation)

5. Challenges and concerns (Questions about potential barriers)

6. Development goals (Questions about career advancement)

Next meeting title	Location	Date	Start time	End time