Weekly One-on-One

# One-on-One Name1 <> Name2

## January 1, 2024

## 10:00am – 11:00am

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| Meeting Purpose: Discuss progress since last meeting, analyze any setbacks, and set expectations for next week. The goal of the meeting is to leave with a set of actionable tasks for the following week. |  |
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| 10:00 – 10:20 | Accomplishments from the Past Week Updates on the project(s) that you're involved in, where you were last week and where you are now. Add sub-items to this agenda item to ensure that you cover everything. |  |
| 10:20 – 10:40 | **Current roadblocks and proposed solutions.**  Did you encounter any issues you couldn't solve? Discuss possible solutions or collaborations that may be needed to continue advancing. List your questions under this agenda item. |  |
| 10:40 – 11:00 | Priorities for this week Provide some suggestions for what you are hoping to accomplish for the upcoming week. This is a great time to set expectations and ensure you are aligned on how much progress is 'enough' within the coming week. Also, be sure to write out your action items for the coming week and assign them accordingly! |  |