

One-on-one meeting template

Template from Noter AI — <https://www.noterai.net/templates/one-on-one-meeting-template>

ONE-ON-ONE

1:1 - [Manager name] and [Report name]
Date: [dd Month yyyy] Time: [hh:mm] Length: [30 min]
Where: [meeting room / video call / walk]
Agenda owner: [Report name] (the report owns the agenda, not the manager)

1. HOW ARE YOU, ACTUALLY

[Energy this week, workload, anything outside work worth knowing. One or two lines, written by the report.]

2. WHAT IS BLOCKING YOU

[Blocker 1: what it is, who or what it is waiting on, how long it has been stuck, what happens if it stays stuck.]
[Blocker 2, if there is one.]

3. PROGRESS SINCE LAST TIME

[What moved forward. Two or three lines, not a ticket list.]
[What did not move, and why.]

4A. FEEDBACK FOR YOU (MANAGER TO REPORT)

[One specific thing, with a concrete example. What happened, what the effect was, what to do differently.]

4B. FEEDBACK FOR ME (REPORT TO MANAGER)

[What the manager should start, stop or keep doing. Written by the report, ideally before the meeting.]

5. CAREER AND GROWTH

[Where you want to be in 12 months. What the next concrete step is. What is needed to take it.]

6. WHAT I OWE YOU (MANAGER'S COMMITMENTS)

[Thing the manager will do, with a date.]

ACTIONS

Action	Owner	Due	Status
[What exactly gets done]	[Name]	[dd Month]	[Open / Done / Carried over]
[What exactly gets done]	[Name]	[dd Month]	[Open / Done / Carried over]

CARRIED OVER FROM LAST TIME

[Anything from the previous 1:1 that was not closed.]

FOR NEXT TIME

[Topics either person wants to come back to.]
Next meeting: [dd Month yyyy]

WHY THIS ORDER

The blocker question comes before the progress report on purpose. If you start with status,

the time goes on status and the blocker never gets raised. This is a running document:
keep every 1:1 in one file so "last time / this time / next time" is visible at a glance.

Written up automatically from a recording with Noter AI — <https://www.noterai.net>