

Agenda for 1:1 Meeting with Staff Member

Staff Member:

Date:

Agenda Item	Prep Notes	Notes from meeting
Connection: Check-in		
Updates: <ul style="list-style-type: none">• Goals• Projects• Tasks		
Value-added feedback: <ul style="list-style-type: none">• What was done well?• What can be improved?• What special contribution noted?		
New tasks/projects: <ul style="list-style-type: none">• Timeline• Level of decision-making• Collaborators/Information Sharing		
Any issues to discuss?		
Any news to convey?		
Action Items		