

One to One Meeting Record

Give a regular short conversation some continuity, by starting from what was agreed last time instead of from a blank page.

A short, regular conversation written down: how the work is going, what is in the way, and what was agreed.

START WITH THE LAST ONE

The value of a one-to-one is continuity — reading back what was agreed last time before anything else. Keep the sheets together and start each meeting with the previous one in front of you.

NameManagerDateNext meeting

SINCE LAST TIME

What was agreed last time	What happened	Still open

AGREED THIS TIME

Action	Who	By when

FROM THE CONVERSATION how the work is going, and what is getting in the way