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Manager Name // Your Name: One on One Doc

Agenda

1. Updates
2. Discussion

Expectations

- Your Name will add topics to the agenda at least 24 hours before the meeting
- If there are no topics to discuss, Your Name will cancel the meeting
- Your Name to capture follow up items in the doc
- Manager's Name can add topics on a need-be basis

Upcoming Agenda

May 11, 2022

Updates

1. Kicked off Project ABC working with squad 1 and squad 2. This maps to my annual OKR 2 and if we can execute, should unlock N new users.
2. Aligned with Kate on the priority on workstream A. She will prioritize this in the next three sprints.
3. Kicked off OKR planning for next quarter. I'm concerned that OKR 1 is not achievable given the current resources.
 - a. What's the best forum to raise this concern in?

Discussion

1. [Advice] My relationship with the customer success team isn't as strong as I'd like. I feel like this is because I have to constantly turn down their suggestions on what to build and when.
 - a. How can I say no without harming relationships? So far, I've tried to explain our resource constraints and other priorities, but neither seems to be landing.

2. [Career] One of my goals is to become a manager by the end of the year. I spoke with two people managers this week (Jack and Melanie) to get their feedback on the right managerial skills to build and how to build them.
 - a. [Here is my plan](#) to learn these skills in the next 6 months.
 - i. Are there items missing?
 - ii. Do you have other suggestions for how I might learn these skills?
3. [Strategy] I think we need to more aggressively target Customer Segment Z. There is a \$10B opportunity if we can capture 10% of this market in the next 4 years.
 - a. Are you aligned with [this framework](#) for evaluating the investment decision?
 - b. Who else should I run this decision by?

Past Agendas

May 4, 2022

Updates

1. Dealt with a SLA breach on Tuesday night with squad 3. Major consequences were avoided and follow-ups are captured here.
2. Aligned with Kate on the priority on workstream A. She will prioritize this in the next three sprints.

Discussion

1. [Advice] I've been struggling to divide scope on Area A with Jane. It seems like there's heavy overlap which is causing confusion on who the single threaded owner should be.
 - a. Can we better define our expected ownership in a threeway call?