1:1 Weekly Meeting Agenda

Date: [Date of Meeting] **Time:** [Time of Meeting] **Attendees:** [Your Name], [Team Member Name]

I. Calendar Review (5 minutes)

- Review upcoming week's schedule
- Identify any scheduling conflicts
- Schedule/Reschedule meetings as needed
    - Example:
        - Schedule 1:1 with [name]
        - Reschedule team sync to next week

II. Task Management (10 minutes)

- **New Tasks:**
    - Review any new tasks assigned since the last meeting.
    - Confirm projected due dates.
    - Example:
        - **New Task:** [Task Name]
        - **Items Needed to Complete Task:** [List any resources or information needed]
- **Ongoing Tasks:**
    - Briefly review the status of ongoing tasks.
    - Identify any potential roadblocks or challenges.

III. Project Follow-up (15 minutes)

- **Project Updates:**
    - Discuss progress made on key projects since the last meeting.
    - Example:
        - **Update on Project X:** [Progress Update]
        - **Roadblocks:** Need approval for budget by Monday
- **Project Planning:**
    - Briefly discuss upcoming project milestones and deadlines.
    - Identify any areas where collaboration or support is needed.

IV. Email & Inbox Management (5 minutes)

- **Efficiency Check:**
    - Discuss current email management practices.
    - Identify any areas for improvement in terms of efficiency and organization.
- **EIM Feedback:**
    - Share any feedback or suggestions related to email management.

V. Priorities & Roadblocks (10 minutes)

- **Priorities:**
    - Discuss top priorities for the upcoming week.
    - Example:
        - Priority 1: [Priority 1]
        - Priority 2: [Priority 2]
- **Roadblocks:**
    - Identify any obstacles or challenges that may be hindering progress.
    - Discuss how you can support your team member in overcoming these roadblocks.
    - Example:
        - "What can I help you with?"

VI. Action Items (5 minutes)

- **Next Steps:**
    - Summarize key action items and next steps resulting from the meeting.
    - Assign ownership and deadlines for each action item.
    - Example:
        - Action 1: [Action Item 1] - Owner: [Name] - Deadline: [Date]
        - Action 2: [Action Item 2] - Owner: [Name] - Deadline: [Date]

VII. Feedback & Follow-up

- Briefly discuss any feedback or suggestions for improving the effectiveness of future 1:1 meetings.
- Confirm the date and time for the next scheduled 1:1 meeting.