

1:1 Agenda Template

Roles

- Engineer
- Manager

Expectations

- Complete the 1:1 agenda before the scheduled 1:1 meeting.
- This is an opportunity to share information about the ongoing projects and share feedback to each other.
- Use this time to set expectations about your work and manage your professional development.

How to use this time

- This time is for you! So use it in the way that is best useful to you!
- Track progress towards personal objectives and professional development plan.

Documents

- Professional Development Plan
- Personal Objectives

Date

	Engineer	Manager
What's on top of my mind?	•	•
Key updates	•	•
This week will be successful if... (Big Rocks / Top Priorities)	1.	1.
Challenges & Blockers	•	•

One success

Self reflection

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Feedback to the manager

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One area for improvement

Self reflection

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Feedback to the manager

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Other items for discussion

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Action Items

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Self reflection

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Feedback to the engineer

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Self reflection

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Feedback to the engineer

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• Actions items from last call

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