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	Self reflection
	•	•
	Feedback to the manager	Feedback to the engineer
	•	•
One area for	Self reflection	Self reflection
improvement	•	•
	Feedback to the manager	Feedback to the engineer
	•	•
Other items for discussion	•	Actions items from last call
Action Items		