



1:1 Meeting | [Engineer] & [Manager]

Week 1 – [insert date here]

Engineer name:

Current project:

Agenda items for engineer:

- [write down agenda item here]
- [write down agenda item here]
- [write down agenda item here]

Agenda items for manager:

- [write down agenda item here]
- [write down agenda item here]
- [write down agenda item here]

Notes:

Text...

Action items:

- ☐ [Enter action item here]
- ☐ [Enter action item here]
- ☐ [Enter action item here]

How to use this free 1:1 meeting template with your engineers

- Click on '**File**' to download a copy.
- Store it in a place you'll remember, so you can reuse it weekly or monthly.
- Replace the logo and customize this template i.e., change font and style.
- Make sure the most recent week is at the top of the template.
- Don't forget to delete the instructions.
- Have fun in your 1:1 meetings! If you'd like to know more information about how to run 1:1 meetings, progress checks, or development conversations, read our blog [here](#).

Questions you can use in your 1:1 meetings

Personal connection (~5 min):

- How are you today? How have you been lately?
- What's on your mind this week?
- What's feeling especially important this week?
- Have you been inspired by anything lately?

Observations (~15 min):

- Anything in particular that is frustrating you about your tasks or project?
- What are your biggest time-wasters?
- Are there any decisions you're hung up on?
- Any observations about the team/company culture?
- Any observations about the market/competition?
- Any decision that wasn't clear that you might want context about?
- Do you see any risks that might jeopardize a project, team, or the company?

Input (~15 min):

- I'd like to get your advice on how to handle_____?
- Do you think we're heading in the right direction as a company?
- How are you progressing toward your goals?
- What's one thing you've learned since we last talked?
- What feedback do you have for me?

Growth (~10 min):

- Have you set any goals lately?
- What progress have you made on your career goals?
- Which skills would you like to improve/continue improving?
- Are you mentoring/coaching any developers? How is that working out for you?

Team (~10 min):

- How is it working in your team?
- Is there anybody you'd like to shout out on your team or in your project?
- Are you having any trouble with any of your teammates?
- Anything I could do to improve your teamwork and flow?

Next steps:

- Is there anything you need from me?
- What are the next steps?
- Anything we should bring up for our next 1:1 meeting?