SAMPLE RECURRING ONE-ON-ONE MEETING
AGENDA

JONES CONSULTANTS, INC.

Location: Jones Consultants’ Headquarters, 1234 Main St. Los Angeles, CA 91111
Date: January 19, 2021
Time: 11:00 am
Attendees: Kathleen Jones (supervisor) and Andrew Cruz (employee)

TOPICS TO BE DISCUSSED:

I. PERSONAL LIFE
   a. How is Andrew’s wife’s new job going?
   b. Does Andrew’s son like his new school?

II. TOP-LINE ISSUES
    a. How far has Andrew progressed in updating the email and snail mail databases?

III. CURRENT REPORTS
     a. Kathleen will walk Andrew through the process of completing and submitting her expense reports.

IV. COLLEAGUES
    a. Has Andrew made any friends with his colleagues?
    b. Does Andrew feel that communication with his colleagues is clear and efficient?

V. MANAGER SUPPORT
    a. Does Andrew feel supported by Kathleen thus far?
b. Is Andrew having trouble with any of his responsibilities that he needs more assistance or training from Kathleen?

VI. CREATIVE SOLUTIONS
   a. Does Andrew have any thoughts on the best way to reorganize the supply closet?

VII. GOAL SETTING
   a. Finish updating the email and snail mail databases by the next one-on-one meeting.