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# **SAMPLE** RECURRING ONE-ON-ONE MEETING AGENDA

## **JONES CONSULTANTS, INC.**

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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)

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### 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.