

1-1 DSW

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☐ Previous Action

Summary:

Next Steps:

☐ What is the high-light and low-light of the past month both personal and professional?

Summary:

Next Steps:

☐ What do you rate your happiness at work out of 10?

Summary:

Next Steps:

☐ How do you feel like you are going with your job performance?

Summary:

Next Steps:

☐ What do you think has been our biggest challenge as a team this month?

Summary:

Next Steps:

☐ Who on our team deserves a shoutout/recognition and why?

Summary:

Next Steps:

☐ Do you feel supported in your role, if not how can I improve that?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared