Example O3

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{"ops":[{"insert":"XX/XXX one-on-one meeting\n"}]}

WEEKLY CONVERSATIONS

☐ **How are you? How are things outside of work? How are you feeling? What's on your mind?**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **How are we doing as a team? As an Office? How individual performance contributes to achieving those goals?**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **Discuss successes, challenges, and roadblocks. What can I do to help you achieve your targets? How can I support you?**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **What can I do better as a manager?**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **What do you think is working well? What is not working so well?**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ **Discuss career development**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

ADHOC PROPOSALS

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared