

# People Team 1:1s - D&R Pod

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Weekly 1:1 template to guide our discussion. Please jot down some updates **\*\*ahead\*\*** of our time together and I will do the same.

## PROGRESS

- ☐ What progress have you made since our last 1:1 (projects/experiments/searches)?

Summary:

Next Steps:

## PLANS

- ☐ What do you plan to prioritize/work on/accomplish this week?

Summary:

Next Steps:

## PROBLEMS

- ☐ What problems are you running into that you need my support with?

Summary:

Next Steps:

## IDEAS

- ☐ What new ideas do you have or areas for improvement have you spotted that we should pay attention to?

Summary:

Next Steps:

## OTHER

- ☐ What other topics are on your mind?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared