Remote One-on-one Meeting

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One-on-one meetings are the most important time you have with your remote team. Make the most of it with this customized one-on-one meeting agenda.

- [ ] **How are things going?**

  Summary: _____ Next Steps: _____

- [ ] **What's something you're really jazzed about outside of work?**

  Summary: _____ Next Steps: _____

- [ ] **What have you been working on this week?**

  Summary: _____ Next Steps: _____

- [ ] **What has been the work highlight/lowlight from the past week?**

  Summary: _____ Next Steps: _____

- [ ] **What are you working on next week?**

  Summary: _____ Next Steps: _____

- [ ] **Where do you need help?**

  Summary: _____ Next Steps: _____

- [ ] **Are you happy with our level of communication? How would you change it?**

  Summary: _____ Next Steps: _____

- [ ] **What's top of mind right now that we haven't talked about yet?**

  Summary: _____ Next Steps: _____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared