Weekly One-on-one Meeting

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Use this weekly agenda to have productive conversations with your team: check in on goals, collect feedback, share wins, detect red flags and more.

- [ ] **What has been the highlight and lowlight of your past week?**

  Summary: Next Steps:

- [ ] **Goals - how are you tracking this past week? Any blockers I can help remove?**

  Summary: Next Steps:

- [ ] **What, if anything, feels harder than it should be in your day to day work?**

  Summary: Next Steps:

- [ ] **If there was one thing I could do differently to help you more, what would it be?**

  Summary: Next Steps:

- [ ] **On a scale of 1-10 how happy are you with your work life balance? How can we get closer to 10?**

  Summary: Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared