

# Monthly One-on-one Meeting

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{"ops":[{"insert":"Use this weekly agenda to have productive conversations with your team: check in on goals, collect feedback, share wins, detect red flags and more.\n"}]}

## UNDERSTANDING EMOTIONAL AND MENTAL WELL-BEING:

- ☐ On a scale of 1-10 how happy are you with your work life balance? How can we help to improve it?

Summary:

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Next Steps:

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## PROJECT PROGRESS AND CHALLENGES:

- ☐ Are there any blockers with your current work? \*

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Next Steps:

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- ☐ What has been the highlight and lowlight of your past month?

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Next Steps:

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## ALIGNING WITH ORGANIZATIONAL VISION:

- ☐ How aligned do you feel with the company's current trajectory? What do you think about weekly campfires, workshops or other company initiatives?

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Next Steps:

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## TECHNICAL DISCUSSIONS AND FEEDBACK:

- ☐ How was your experience working on the latest feature?

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Next Steps:

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- ☐ Were there aspects of the last project that you think could've been managed differently?

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Next Steps:

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**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared

- ☐ Are there any tools or resources you believe would improve your workflow?

Summary:

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Next Steps:

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### TEAM DYNAMICS AND INTERACTIONS:

- ☐ Have you faced any challenges collaborating with specific team members?

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Next Steps:

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- ☐ Do you feel that the team is synchronizing well on projects?

Summary:

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Next Steps:

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### CAREER ASPIRATIONS AND GROWTH:

- ☐ Considering the year ahead, which professional landmarks are you aiming for?

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Next Steps:

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- ☐ What is one skill set you'd like to improve this quarter?

Summary:

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Next Steps:

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- ☐ Who in the company would you like to learn from? What do you want to learn?

Summary:

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Next Steps:

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### GUIDANCE AND PROGRESSIVE ENHANCEMENT:

- ☐ How might I assist you more effectively between our scheduled discussions? If there was one thing I could do differently to help you more, what would it be?

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Next Steps:

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- ☐ Do you possess any insights or recommendations that could refine how I support both you and our collective team?

Summary:

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Next Steps:

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### SUMMARY

**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared

☐ **How often would you like to have such meeting - every month, every two months?**

Summary:

Next Steps:

☐ **Priorities until our next meeting**

Summary:

Next Steps: