

## Peer to Peer One-on-one Meeting

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Peer to peer one-on-ones are valuable for cross-departmental teams, feedback and collaboration.

☐ What's one thing I can do to make your job easier?

Summary:

Next Steps:

☐ What's the biggest challenge you and your team are facing?

Summary:

Next Steps:

☐ What's something me or my team can do to improve cross-departmental communication?

Summary:

Next Steps:

☐ What's coming down the pipe in the next 3 months that I should know about?

Summary:

Next Steps:

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

With Hypercontext by Spinach, every meeting has a shared