
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