
The Ultimate One-on-one Meeting

Generated by [Hypercontext.com](https://hypercontext.com)

Use this meeting agenda template as a starting point for your 1:1s. Both people own this meeting and are expected to add content to it. Default topics are recommendations based on data published by Hypercontext found to build a high performing teams. Read more about this template: <https://hypercontext.com/agenda-templates/ultimate-one-on-one-meeting>

- Icebreaker: Choose a suggested question in hypercontext and talk about it

Summary:

Next Steps:

EVERY WEEK

- OKR & Goals Checkin (Quick ● ● ● Rating)

Summary:

Next Steps:

- On a scale of 1-10, how are you feeling this week?

Summary:

Next Steps:

- Your feedback to me from last week...

Summary:

Next Steps:

- My feedback to you from last week...

Summary:

Next Steps:

- Let's review any next steps from this meeting together before we leave

Summary:

Next Steps:

PERIODICALLY

- What should we do next QTR to get more traction towards company goals?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

- What professional goals would you like to accomplish in the next 6 to 12 months, and what makes you say that?

Summary:

Next Steps:

- What's blocking you from achieving your goals this month? Anything I can do to help?

Summary:

Next Steps:

ONE AND DONE THINGS

- Why we're doing one-on-ones?

Summary:

Next Steps:

- How to use Hypercontext for one-on-ones

Summary:

Next Steps:

- What are each-others communication preferences during work?

Summary:

Next Steps:

- What's the best way for sharing feedback with each other?

Summary:

Next Steps:

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