One-on-One Meeting Template

Notes from a one-on-one between a manager and a team member: what you talked about, feedback both ways, and what each of you committed to. These notes are private to the two participants.

Details

Manager	
Team member	
Date	
Previous 1:1	

Follow-up from last time

Commitment	Who	Done?

Topics discussed

Topic	Raised by	Key points

Feedback

Manager → team member	
Team member → manager	

Growth and career

Goals, skills to build, support needed. Only if discussed.

Agreements

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Commitments

Action	Who	By when

Next 1:1

Date: Topics to bring:

How to fill it in

- **Keep it private.** Share these notes only between the two participants unless both agree otherwise.
- **Feedback is about work, not personality.** Record what was observed and its effect, in neutral words.
- **Commitments go both ways.** Write down what the manager promised, not only the team member.
- **Start with last time's commitments.** That is what turns 1:1s into progress.
- **Skip empty sections.** If career wasn't discussed, delete it.