



1:1 notes

Cadence

Bi-weekly

Event

Calendar event

Participants

Person

Person

Agenda

Topic	Time	File
Topic 1	10 min	File
Topic 2	10 min	File
Topic 3	8 min	File

Calendar icon

 Date

Project debrief

Project updates

- Document decisions and relevant information
- Celebrate achievements
- Add next steps

Challenges and dependencies

- Note current obstacles
- Identify future challenges

Next steps

Action items

- ☐ Add action item  Person
- ☐ Add action item  Person

Topics for future discussions

- Add topic  Date
- Add topic  Date