



Editable Note-Taking

Meeting Type: One-on-One Review	Date: October 17, 2083
Location: Office 412	Time: 2:00 PM - 3:00 PM
Discussion <ul style="list-style-type: none">● Alex successfully led client project with Fletchpay Ltd.● Expressed difficulties in coordinating with remote team due to timezone differences● Suggestion: training course to enhance leadership skills further	Agenda <ul style="list-style-type: none">● Review Alex's performance over the past quarter● Discuss challenges and areas of improvement
Action Items <ul style="list-style-type: none">● Arrange for Alex's enrollment in the leadership training program	Questions <ul style="list-style-type: none">● How to manage and coordinate with team members with different timezones?
Next Meeting <ul style="list-style-type: none">● November 14, 2083● 2:30 PM, Office 412	

INSTRUCTIONS

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