

Meeting Agenda

Employee's Name

Date: MM/DD/YYYY

Good news

What are your work accomplishments from the previous week or month?

- List down your wins here.
- Feel free to include progress on unfinished tasks.

What are the non-work highlights you'd like to share?

- Share non-work-related wins here.

To do's

How are you feeling about your progress so far?

- Describe your answer here.

What are the tasks that you need to accomplish in the coming week?

- List down your tasks here.
- Make sure to add priority items first.

Blockers

What are the challenges or obstacles preventing you from reaching your goals?

- Flag any blockers here.

Is there anything in your day-to-day work that feels harder than it should be?

- Identify any challenging tasks here.

Support needed

What support do you need to reach your goals?

- List down any support needed here.

Are there any tasks that you need help with?

- If you need support on specific tasks, list them here.