

# 1-on-1 Meeting Agenda

<b>1/1 Meeting</b>	
Date: Time: 0:00 to 0:00	Location: Bldg X   Room #

## Follow-up Items

Time	Item	Item Type	Status/Est. Completion

## Manager's New Items

Time	Item	Item Type	Follow-up & Date

## Employee's New Items

Time	Item	Item Type	Follow-up & Date