

Template • Date: _____

[Manager] & [team member] Agenda

Items to discuss:

- Finally found that new ice cream I mentioned
- Need to book time off for that rock climbing thing - can we discuss dates?
- Any follow up on that CSAT idea?
- Tried to read that time travel book you mentioned

Action items:

- [team member] to investigate the writing course (check with family on dates)
- [manager] to check with HR on reimbursement policy

Notes from this week:

- Next week will be the career goals check-in, so have a think about that
- I'm on leave week of the 23rd, so have to get X signed off by previous Thursday
- Beer to try

Past meetings