# **One-On-One Meeting Agenda**

Date: [Add date]

Time: [Add time]

Location: [Add room no]

**Talking point #1 – Project Name (20 min)**

Current situations

Solved problems

New identified issues

Next steps

Mandatory actions

**Talking point #2 – Career opportunities (10 min)**

Goals

Weak points that need to be improved

Future plans

Feedback

**Any other business (5 min)**