# **Performance Review Meeting Agenda**

Date: [Add date]

Time: [Add time]

Location: [Add room no]

**Accomplishments** (10 min)

Talking point #1

Talking point #2

**Metrics** (5 min)

**Feedback** (10 min)

From manager

From peers

From HR

**Future goals** (10 min)

Promotion

**Actions** (5 min)

Training opportunities