

**ULTRA TEAM DEVELOPMENT**

**One on One Meeting Agenda**

Team Member:

Date:

Department:

Title:

Reports to:

Meeting length: 10 / 15 / 20 / 30 / 40 / 60 minutes

**NOTES FROM LAST WEEK**

**DiSC Profile      High                      Low**

Archetype:

**Projects**

**Milestone**

**EI Traits**

**Focus +**

**Focus -**

Trait #1:

Trait #2:

Trait #3:

**Personal Development / Goals**

**Career / Work Goals**

Immediate:

3-4 week:

12 week:

**Notes**

**Actions for Reports**

**Actions for Leader**

ULTRATEAMDEV.CA

ultrateamdev@gmail.com

DATE OF NEXT MEETING: