

1:1 MEETING WORKSHEET

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

Team Member:	Role:
Date:	Department:
Notes:	Reports to:
Goals	DiSC Profile
	EI Traits
Projects	
	Values & Strengths
Personal	Career/Work
Additional Notes	Actions for Report
	Actions for Leader
ultrateamdev.ca @ultrateamdev 778.558.7210	Next Meeting date: