

# One-on-One Meeting Tracking Form

Refer to [The One-on-One Meeting](#) topic bundle for more information.

One-on-One Tracking Form	
Team Member:	Date:
Personal: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)	
<b>Team Member Update:</b> (Notes you take from their "10 minutes")	

<b>Manager Update:</b> (Notes you MAKE to prepare for YOUR "10 minutes")
<b>Future/Follow Up:</b> (Where are they headed? AND, Items that you will review at the next O <sup>3</sup> )

• Tell me about what you've been working on.	• Is there anything I need to do, and if so by when?
• Tell me about your week - what's it been like?	• How are you going to approach this?
• Tell me about your family/weekend/ activities?	• What do you think you should do?
• Where are you on ( ) project?	• So, you're going to do "X" by Tuesday, right?
• Are you on track to meet the deadline?	• How do you think we can do this better?
• What questions do you have about the project?	• What are your future goals in this area?
• What areas are ahead of schedule?	• What are your plans to get there?
• Where are you on budget?	• What can you/we do differently next time?
• What did ( ) say about this?	• Any ideas/suggestions/improvements?