

Remote One-on-one Meeting

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One-on-one meetings are the most important time you have with your remote team. Make the most of it with this customized one-on-one meeting agenda.

- How are things going?**

Summary:

Next Steps:

- What's something you're really jazzed about outside of work?**

Summary:

Next Steps:

- What have you been working on this week?**

Summary:

Next Steps:

- What has been the work highlight/lowlight from the past week?**

Summary:

Next Steps:

- What are you working on next week?**

Summary:

Next Steps:

- Where do you need help?**

Summary:

Next Steps:

- Are you happy with our level of communication? How would you change it?**

Summary:

Next Steps:

- What's top of mind right now that we haven't talked about yet?**

Summary:

Next Steps:
