# One-on-One Meeting Template

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**Mentee**: [Name]

**Mentor**: [Name]

**Date**: [YYYY-MM-DD]

**Meeting Duration**: [Start time] - [End time]

**Meeting Type**: [ ] Regular 1:1 [ ] Special Topic [ ] Career Planning [ ] Problem-Solving

## Pre-Meeting Preparation

### Mentee Preparation

* Reviewed previous meeting notes and action items
* Completed weekly check-in (if applicable)
* Prepared specific questions and topics
* Gathered materials for review (if any)

### Mentor Preparation

* Reviewed mentee’s recent progress and check-ins
* Reviewed previous meeting notes and action items
* Prepared feedback and guidance topics
* Blocked time for focused discussion

## Agenda

### 1. Check-in and Relationship (5-10 minutes)

**Personal/Well-being Check**: - How are you doing overall? - Any personal challenges affecting work? - Work-life balance and stress levels? - Support needs outside of research?

**Relationship Health**: - How is our mentoring relationship working? - Any feedback on communication or support? - Adjustments needed to our meeting style/frequency?

### 2. Progress Review (15-20 minutes)

**Research Progress**: - Key accomplishments since last meeting - Progress toward current milestones - Quality of work and learning - Challenges encountered and solutions tried

**Professional Development**: - Skills developed or practiced - Learning opportunities pursued - Networking or community engagement - Progress on Individual Development Plan goals

**Collaboration and Teamwork**: - Contributions to lab projects - Peer relationships and support - Mentoring of others (if applicable) - External collaborations

### 3. Challenges and Problem-Solving (10-15 minutes)

**Current Challenges**: - [Challenge 1]: [Description and impact] - What have you tried? - What support do you need? - Potential solutions to explore?

* [Challenge 2]: [Description and impact]
  + What have you tried?
  + What support do you need?
  + Potential solutions to explore?

**Skill or Knowledge Gaps**: - Areas where you feel stuck or uncertain - Learning needs for current projects - Resources or training that would help

### 4. Goal Setting and Planning (10-15 minutes)

**Short-term Goals (Next 2-4 weeks)**: 1. [Specific goal with timeline] 2. [Specific goal with timeline] 3. [Specific goal with timeline]

**Medium-term Planning (Next 2-3 months)**: - Major milestones or deadlines approaching - Projects or opportunities to pursue - Skills to develop or experiences to gain

**Resource and Support Planning**: - What support do you need from me? - What resources or connections would help? - How can the lab community support your goals?

### 5. Career Development (10-15 minutes)

**Career Exploration**: - Any changes in career interests or goals? - New opportunities or paths to consider? - Industry trends or developments affecting your field?

**Professional Development Activities**: - Conferences, workshops, or training to consider - Networking opportunities or connections to make - Publications, presentations, or portfolio development

**Long-term Planning**: - Progress toward degree or career milestones - Timeline adjustments or strategic decisions - Preparation for next career stage

### 6. Feedback Exchange (5-10 minutes)

**Feedback for Mentee**: - Strengths and areas of growth observed - Specific suggestions for improvement - Recognition of achievements and progress - Encouragement and support

**Feedback for Mentor**: - How can I better support you? - What’s working well in our mentoring relationship? - Any changes you’d like to see in my approach? - Additional resources or connections you need?

## Discussion Notes

### Key Points Discussed

[Main topics covered and important points made]

### Insights and Breakthroughs

[Important realizations, connections, or “aha” moments]

### Decisions Made

[Any decisions reached during the meeting]

### Resources Shared

[Papers, tools, contacts, or other resources mentioned]

## Action Items

### For Mentee

| Action Item | Deadline | Success Criteria |
| --- | --- | --- |
| [Specific action] | [Date] | [How success will be measured] |
| [Specific action] | [Date] | [How success will be measured] |
| [Specific action] | [Date] | [How success will be measured] |

### For Mentor

| Action Item | Deadline | Success Criteria |
| --- | --- | --- |
| [Specific action] | [Date] | [How success will be measured] |
| [Specific action] | [Date] | [How success will be measured] |

### Joint Actions

| Action Item | Owners | Deadline | Success Criteria |
| --- | --- | --- | --- |
| [Collaborative action] | [Names] | [Date] | [How success will be measured] |

## Follow-up from Previous Meeting

### Previous Action Items Review

| Action Item | Owner | Status | Notes |
| --- | --- | --- | --- |
| [Previous action] | [Name] | [ ] Complete [ ] In Progress [ ] Not Started | [Update] |
| [Previous action] | [Name] | [ ] Complete [ ] In Progress [ ] Not Started | [Update] |

### Ongoing Issues Resolution

[Updates on previously discussed challenges or concerns]

## Next Meeting Planning

### Next Meeting

**Date**: [YYYY-MM-DD] **Time**: [Time] **Location/Platform**: [Where/how] **Duration**: [Expected length]

### Special Agenda Items for Next Time

* [Specific topic to cover]
* [Document or work to review]
* [Decision to make]
* [Guest or additional participant]

### Preparation for Next Meeting

**Mentee Should**: - [ ] [Specific preparation task] - [ ] [Specific preparation task]

**Mentor Should**: - [ ] [Specific preparation task] - [ ] [Specific preparation task]

## Reflection and Assessment

### Meeting Effectiveness

**What Worked Well**: [Aspects of the meeting that were particularly effective]

**What Could Be Improved**: [Ways to make future meetings more effective]

### Relationship Development

**Strengths of Our Mentoring Relationship**: [What’s working well in the mentoring dynamic]

**Areas for Growth**: [How the mentoring relationship could develop further]

### Progress Assessment

**Mentee’s Growth Since Last Meeting**: [Observable progress and development]

**Areas Needing Additional Support**: [Where more guidance or resources are needed]

## Archive Information

**Meeting Number**: [Sequential number for tracking] **Academic Year**: [Year] **Semester/Quarter**: [Current term] **File Location**: [Where this document is stored]

**Post-Meeting Actions**: - [ ] Share meeting notes with mentee (edited version if needed) - [ ] Add action items to personal task management system - [ ] Schedule next meeting - [ ] Follow up on any immediate action items - [ ] Update mentee’s development tracking (if maintained)