

# Record of Discussion Template

## Meeting Overview

- **Employee Name:**
- **Manager Name:**
- **Date:**
- **Location:**
- **Related Documents:**

### 1. Purpose of Discussion

Briefly outline the objective of this meeting (e.g., performance progress, behavioral feedback, career development, or project debrief).

### 2. Summary of Key Points

Use this section to document the core narrative of the conversation. Focus on objective observations and specific examples.

- **Manager Feedback:** [Outline specific feedback or observations shared.]
- **Employee Input:** [Summarize the employee’s perspective, comments, and any challenges they raised.]
- **Areas for Growth:** [Identify specific skills or behaviors discussed for improvement.]

### 3. Action Plan & Support

This table tracks the specific commitments made by both parties to ensure progress.

Action Item	Assigned To	Due Date
[Specific task or behavior change]		
[Provision of resources/training]		
[Follow-up meeting scheduled]		

## 4. Agreement and Next Steps

The next formal follow-up is scheduled for [Date], to review progress on the items listed above.

## Acknowledgment

By signing below, both parties acknowledge that this document accurately represents the discussion that took place on the date specified above.

Manager Signature:

Employee Signature:

Human Resources Signature:

**Put this template into action**

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