Weekly one-on-one meeting (Anette & Mark)

*[meeting title]*

### Date:

*[the calendar date on which the meeting takes place]*

1st of July, 2025

### Time:

*[start time of the meeting]*

10.30 AM

### Meeting duration:

*[indicates the scheduled length of the meeting]*

30 minutes

### Attendees:

*[a list of individuals present at the meeting]*

Annette Wilson, Mark O’Neil

## Agenda

### Highlights and challenges *(10 mins):*

*[a quick look back at the week’s wins and rough spots]*

*Who’s presenting: Mark O'Neil Annette Wilson*

-Mark successfully launched the Q3 outreach campaign.

-Mark faced delays getting updated client segmentation from the data team.

### Strengths and achievements *(5 mins):*

*[recognition of effort, growth, or notable results]*

*Who’s presenting: Mark O'Neil Annette Wilson*

-Mark handled two client escalations calmly and resolved them same-day.

-Mark improved outreach email open rates by 12%.

### Workload and obstacles *(5 mins):*

*[discussion on task load, time management, and blockers]*

*Who’s presenting: Mark O'Neil*

-Mark shared that managing multiple overlapping deadlines is becoming stressful.

-Mark is waiting on design assets to complete the campaign landing page.

### Support and improvement *(5 mins):*

*[areas where help is needed or skills can grow]*

*Who’s presenting: Mark O'Neil*

-Mark asked for clearer priority-setting when requests shift mid-week.

-Mark expressed interest in taking a lead on the next campaign strategy document.

-Annette agreed to provide guidance and an outline to support that.

### Satisfaction and balance *(5 mins):*

*[how things are going overall, both professionally and personally]*

*Who’s presenting: Mark O'Neil*

-Mark reported feeling motivated but a bit stretched this week.

-Mark appreciated Annette blocking off Thursday afternoon for deep work.

### Action items:

*[list of tasks, who’s responsible, and when they’re due]*

| Mark | Draft the next campaign brief by Tuesday |
| --- | --- |
| Annette | Follow up with the design team on asset delivery by Monday |
| Annette and Mark | Align on shifting priorities during Monday's morning check-in |

### Additional notes:

*[any extra points or reminders]*

-Mark will be OOO next Friday (July 11).