

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
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Additional notes:

[any extra points or reminders]

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