

1-on-1 Meeting Template for Project Managers

Use this structured template to guide your 1-on-1 meetings with team members. It supports open communication, identifies roadblocks, and promotes professional development.

Meeting Information

Team Member: _____

Date: _____

Meeting Duration: _____

1. Personal & Professional Check-In

- How are things going personally and professionally?
- Anything on your mind you'd like to share?

Notes:

2. Progress & Challenges

- What's going well in your current work?
- Are there any blockers or frustrations?

Notes:

3. Support Needs

- What support or resources do you need from me?
- Any decisions or feedback you're waiting on?

Notes:

4. Growth & Development

- Are there skills you'd like to build or explore?
- Any stretch opportunities that interest you?

Notes:

5. Follow-up & Action Items

- Key takeaways from today's meeting:

- Agreed actions and deadlines:
