

# One-on-One Meeting Template - *Recommended*

This template provides an overview of how to efficiently break down your student's one-on-one meeting into three key sections and allows a supervisor to ensure that all updates and developmental conversations are able to fit into the allotted time.

Student Staff:		Date:	
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Urgent Items to Discuss (1/3 of meeting)

Student Staff Updates (1/3 of meeting)

Supervisor Update (1/3 of meeting)

Items for Follow-Up/Assigned Action Items

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