



One-on-One Meeting Checklist

- ☐ Date chosen
- ☐ Time chosen
- ☐ Duration chosen
- ☐ Frequency chosen
- ☐ Meeting in calendar
- ☐ Meeting in staff's calendar
- ☐ Location reserved
- ☐ Agenda plan decided
- ☐ Agenda format chosen
- ☐ Shared location for agendas chosen
- ☐ Follow up location for meeting recaps decided
- ☐ Self-reflection for meetings chosen
- ☐ Staff self-reflection chosen
- ☐ Water / refreshments
- ☐ Snacks
- ☐ Tissues
- ☐ Temperature
- ☐ Lighting
- ☐ Smell
- ☐ Wi-fi password
- ☐ Sound/noise
- ☐ Accommodation(s)