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**Name & Department**

Mark Forster

Sales Department (New York)

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One-on-One with [Software Engineer]

**Date: 5th September 20XX**

## OPENING

* **How was your week so far?**

# PROJECT UPDATES

* **How are your current projects going? Any major accomplishments or roadblocks?**
* **Are there any technical challenges you’d like to discuss or brainstorm?**

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# CODE QUALITY & DEVELOPMENT

* **How do you feel about the quality of your work recently?**
* **Are there any areas where you’d like to improve or learn new skills?**

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# TEAM, COLLABORATION & NEXT STEPS

* **How is collaboration within the team? Are there any communication gaps?**
* **Are the tools and processes we use supporting your work effectively?**
* **How do you see your career progressing in the next year or two?**
* **How can I help you succeed?**

## CLOSING

* **What are you looking forward to in the next few months?**
* **Do you have any further questions or concerns?**