

Monthly 1-1 meetings

SW team will run a monthly 1-1 meeting with each staff member.

This 1-1 meeting will be

1. Carried out by SB (and occasionally joined by BB)
2. Not more than 30 mins
3. Regular. Can be re-scheduled, but never cancelled.

We will have a shared wiki page (or google doc page) for each personnel that is only viewable(and editable) to the person, SB and BB.

This page will contain a table of the current month achievement, and goals for the next month.

The monthly achievement is edited by each personnel in advance, and to be discussed during the meeting.

In addition to the accomplishments and goals, we will have an opportunity to discuss miscellaneous topics such as

1. coaching needs
2. personal matters, concerns
3. relations with other team members
4. rumours

Regularly held 1-1s will make the annual PD&R much simpler and we hope this will give a good opportunity to attend to personal needs in timely manner.