

One-one-One Transition Meeting Outline

It is important to discuss past accomplishments and challenges with incoming and outgoing officers. This will provide an assessment or a critique of the past year and serve as a supplementary resource for the incoming officers' planning.

Office/Title: _____ Name: _____

Date: _____

1. List specific accomplishments during your term of office and provide any reasons for the successes.
2. List any challenges, problems, or disappointments you experienced during your term of office. What are some suggestions to overcome or correct these in the future?
3. List other officers or members with who you worked on projects (and specify those projects). Additionally, list any resources or contacts that were helpful to you and the organization. These can be advisors, university administrators, staff, alumni, community contacts, current students, and so forth.
4. Discuss the timing of any tasks or projects associated with your position. Provide any suggestions on better planning to increase the success and efficiency for the incoming officer.
5. Are there any other suggestions or comments that could assist the incoming officer?