

Meeting Agenda

Date: _____

Location: _____

Mentee: _____

Mentor: _____

DIRECTIONS: This template can be used to layout one or more of your mentoring meetings. Use it as an agenda, a place to take notes, and/or record of your progress. Identify one or more goals or topics for each of your meetings and be open to additional topics that come up. This tool is optional and is yours to keep for future reference and/or planning future meetings.

Overview of today's agenda:

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Progress made/successes to celebrate:

Challenges (situations and feelings about them):

Specific goal(s)/topic(s) for this meeting:

Key learning from this meeting (use back if necessary):

Follow-up actions:

- Mentee:

- Mentor:

Next meeting date, location, and tentative topic(s):

Next Meeting Date: _____

Location for Next Meeting: _____