

MENTORSHIP MEETING PLAN

Check In	Meeting #:	Meeting Date:
	<ol style="list-style-type: none"> 1. Review what was discussed last meeting. 2. What do you want to discuss today? 3. Did we complete our tasks/goals from the last meeting? Why/Why not? 	
Goal Review	<ol style="list-style-type: none"> 4. How is progress on your goals? 	
Action Plan	<ol style="list-style-type: none"> 5. Tasks for Mentor before next meeting: 	<ol style="list-style-type: none"> 6. Tasks for Mentee before next meeting:
	<ol style="list-style-type: none"> 7. How was our meeting today for you? 8. What would you like to focus on for our next meeting? 9. Is there anything we have not talked about that you would like to discuss? 	
Next Meeting Date:		