

SAMPLE MEETING AGENDA

Having an agenda in your mentorship meetings will help focus your time together. While the agenda can be mutually decided upon, we encourage the mentee to draft an agenda prior to the meeting as it forces the Mentee to consider the importance of each topic and it allows the mentor to plan ahead for the discussion.

1

What goals were set at the previous meeting?
What progress was made since then? Any questions or struggles that came up?

2

Discuss topics for today's meeting

3

Define goals to work on for the next meeting.

4

Set the date and agenda for the next meeting.

