

UGA MENTOR PROGRAM

MENTOR MEETING AGENDA

Use this template to help prepare for your mentorship session, as well as keep track of what is discussed and next steps. A great habit to build is sending this to your mentor before you even meet so they also have a clear idea of topics/expectations for the meeting.

DATE: _____

MEETING GOALS: *What do I want to learn, discuss, or get feedback on today?*

- _____
- _____
- _____

KEY QUESTIONS: *What are the key questions I need answered today? Be specific!*

- _____
- _____
- _____

DISCUSSION HIGHLIGHTS/NOTES:

ACTION ITEMS/NEXT STEPS: *What tasks or next steps will I take based on this discussion? Are these items time-sensitive?*

- _____
- _____
- _____

Don't forget to set the date for your next meeting and add it to your calendar!
Also, be clear on who is responsible for sending the virtual meeting link, if necessary.