



Mentee Name: _____
Mentor Name: _____
Meeting Date: _____
Meeting Number/Hours Met: _____

How are things going? Any updates since our last meeting?

What goals, actions, or reflections did we discuss previously? What progress has been made?

- Key takeaway from last meeting:
- Progress made:
- Questions or challenges:



3. Today's Focus (15–20 minutes)

What would you like to focus on today? (e.g., a specific goal, challenge, topic, or question)

- Discussion topic(s):

- Questions to ask mentor:

4. Key Insights or Advice (5–10 minutes)

What did you learn from today's conversation? Any new perspectives or takeaways?

5. Next Steps (5 minutes)

What action items or follow-up tasks do you want to complete before the next meeting?

- Goal(s) or action(s) before next meeting:

- Next meeting date (if scheduled): _____