



Meeting Tool

Directions:

Use this tool for meetings with your mentoring partner (for first meeting, use the First Meeting Tool).

Date:	
Location:	
Progress made/successes to celebrate: (What has happened since the last session? What have you done that you're proud of? What are you noticing?)	
Challenges: (What obstacles do you see in your path? What do you need to focus on?)	
Specific goal(s) or topic(s) for this meeting:	
How can your mentor best support you?	
Key learnings from this meeting:	

Follow-up actions

Mentee:	
Mentor:	
Next meeting date & time:	
Next meeting location:	