

Learner-Mentor Meeting Planning Template

Meeting with:

Date, location, time:

Meeting goals: What do I hope to accomplish at this meeting?

(Example: 1. Get advice on data acquisition roadblock. 2. Reality-test my project action plan. 3. Update mentor on last meeting with stakeholder and get input.)

Meeting pre-work:

What do I need to do to prepare for the meeting?

(Example: review minutes and make sure action items from last meeting are done)

What do I need to ask my mentor to do to prepare for the meeting?

(Example: ask to review latest version of Systems Improvement Template/A3)

Agenda: *(fill out first column prior to meeting)*

Item/time allotted	Discussion points	Action items/next steps	Deadline/person assigned

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