

SAMPLE MEETING TEMPLATE

A Guide for Mentorship Meetings

Meeting Details	Date & Time:
Check In	How are you feeling since our last meeting?
Progress Since Last Meeting	Key action items completed:
	Challenges or blockers:
Today's Discussion Topics	What would you like to focus on today?
	Insights & Takeaways
New Action Items	What's next? Be specific, assign responsibilities if helpful with due dates
Support Needed	What additional support, resources, or connections could help you right now?
Notes & Reflections	
Next Meeting Confirmed	Date & Time: Planned Focus: