



## MENTEE: MEETING NOTES

**Date:**

**Time:**

**Mentor's Name:**

\*This document is intended for you to take notes during meetings and share them with your Mentor. Completing this form will help your mentor see what you are focused on getting out of this program the conversation and ensure you understand everything your mentor is saying.\*

**Key Points:**

**I Need Clarification On:**

**Questions I Have:**

**Action Items/To Do (for Mentee):**

**Action Items/To Do (for Mentor):**

**Other Notes:**

**Date and Time of Next Call:**