Mentoring Meeting Log Sheet

It is suggested that the Mentee complete one of these at the end of each meeting. Save these in a mentoring folder to return to as-needed for reference.

1. Name: _____
2. Mentor Name: _____
3. Date of meeting: _____
4. Location of meeting: _____
5. Topics of Discussion:
6. Major Take-aways:
7. Additional Comments:
8. Date of next meeting: _____
9. Location of next meeting _____