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 _________________________________