

Mentoring Meeting Agenda



This form will help you prepare for your mentoring sessions.
Ensure that your mentor receives a copy prior to each meeting.

Mentee Name

Meeting Date

Since our last meeting:

Revised Professional Goals:

Updated Personal Goals:

Topics and issues for today's meeting:

Current Challenges Encountered:

Issues to be Discussed:

Action items following today's meeting:

Follow-Up Action Items for the Mentee:

Follow-Up Action Items for the Mentor:



TEXAS Extended Campus

The University of Texas at Austin
Center for Professional Education