

Quarterly Mentor Mentee One-on-one Meeting

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One-on-one time between mentors and mentees is often infrequent but powerful. Maximize your time together using this 60 minute agenda.

☐ What's new since we last spoke in your personal and professional life?

Summary:

Next Steps:

☐ Networking opportunities

Summary:

Next Steps:

☐ Professional and/or workplace challenges

Summary:

Next Steps:

☐ When should we meet next?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared