

JUMP MENTORING MEETING WORKSHEET

This is an optional form to use to plan your meetings. This tool will allow you to keep track of the tasks and/or discussions that take place during each meeting. Both mentor and mentee should have a copy to refer to.

Mentee Name:Click here to enter text.

Mentor Name:Click here to enter text.

Check In/Follow up from previous meeting (include progress & challenges)

Click here to enter text.

Goal/Topic Discussion Click here to enter text.

Action Items for Next Meeting (include both Mentor and Mentee tasks)Click here to enter text.

Date and Time of Next MeetingClick here to enter a date.