BSN Mentor-Mentee Meeting Planning Tool

This planning tool has been created to assist mentees in planning meeting with mentors. Meetings between mentors and mentees can vary in tone and structure according to the individuals. We provide a suggested structure below.

**Agenda**

1. **Welcome and Opening Remarks**
* Mentor and mentee exchange greetings and briefly catch up.
* Set a positive tone for the meeting.
1. **Review of Previous Action Items**
* Discuss any action items or goals from the previous meeting.
* Evaluate progress and achievements since the last meeting.
1. **Mentee's Progress Update**
* Mentee shares updates on their current projects, research, or goals.
* Discuss challenges, successes, and lessons learned.
* Mentor provides feedback and guidance based on the updates.
1. **Feedback and Wrap-up**
* Mentee and mentor provide feedback on the meeting's effectiveness.
* Summarize key takeaways and action items for the next meeting.
* Schedule the next mentor-mentee meeting and confirm availability.
1. **Follow-up and Action Items**
* Recap the action items discussed during the meeting.
* Assign responsibilities and deadlines for each action item.
* Send a follow-up email summarizing the meeting's outcomes and action items.

**Optional**

**Mentor's Insights and Advice**

* Mentor shares their experiences, insights, and advice related to the mentee's field of interest.
* Discuss potential opportunities, collaborations, or areas of growth.
* Address any questions or concerns the mentee may have.

**Goal Setting and Planning**

* Mentee sets short-term and long-term goals.
* Mentor helps refine and prioritize these goals.
* Discuss strategies and action plans to achieve these goals.

**Professional Development Discussion**

* Discuss potential workshops, conferences, or training opportunities.
* Explore ways to enhance the mentee's skills, network, and knowledge.
* Mentor provides suggestions and resources for professional growth.

**Networking and Collaboration**

* Brainstorm potential collaborators, research projects, or partnerships.
* Share insights on building a strong professional network.
* Discuss the importance of interdisciplinary collaboration.