****

**Mentor/Mentee Agenda and Meeting Record**

Name:

Date:

*Prior to meeting, mentors and mentees can use this form to agree an agenda for their time. It may able useful to take notes during the meeting so that a record of the discussion and any action points or follow ups can be shared between the mentor and mentee.*

**Agenda** (To be agreed before the meeting)

|  |
| --- |
| **Summary of discussions** |
|  |
| **Action points and follow ups** |
|  |
| **Date of next meeting:**  |