

# HSR&D CDAei Toolkit

## First Meeting Checklist

### Get to Know Each Other

- Learn something new about your mentee/mentor

### Establish Guidelines

- When and where will we meet?
- How will we schedule meetings?
- How will we communicate between meetings?
- What agenda format will we use?
- Will there be any fixed agenda items to be discussed at every meeting?
- How will we exchange feedback?
- How will we measure success?

### Mentoring Agreement

- Review Mentoring Agreement, modify if desired, sign and exchange
- Review goals for the mentoring relationship

### Confirm Next Step

- Schedule date, time, and method of future meetings