



Meeting Agenda

HSR&D CDAei Toolkit

Keep accurate account of all discussion points from the meeting with your mentor. Consider sending your mentor a copy of this summary note in order to hold each other accountable for the action items.

Date: _____

Check-in: Spend the first 10-15 minutes to check the progress of action items from last meeting. Mentee can discuss the challenges encountered while working on these action items.

Today's Discussion: Take the next 30-40 minutes to discuss how to overcome challenges mentioned above and/or how to accomplish next goals listed in the Individual Development Plan (refer to IDP document).

Action Items and Summary: Use the remaining 5-10 minutes to list action items to accomplish before the next meeting and/or summarize today's discussion