

ENRICH Mentoring Meeting Log

Meeting Information

Date: _____

Time: _____

Format (in person, video, phone): _____

Meeting number: _____

Mentee: _____

Mentor: _____

Topics Discussed

Progress and Follow-Up on Prior Action Items

Action Items

Resources, Opportunities, and Introductions

Notes

Next Meeting

Proposed date: _____

Proposed time: _____

Topics the mentee plans to raise: _____