

## **REGULAR MEETING TOOL**

## **Specific Topics for Discussion:**

SMART Goal Work	Personal Brand Work
o Progress made since last meeting:	o Progress made since last meeting:
o Challenges (list situations & feelings):	O Challenges (list situations & feelings):
Support needed from Mentor:	Support needed from Mentor:

## **Follow-up Actions:**

a.	Mentor:

b. Mentee:

**Next Meeting Date, Location and Tentative Topic(s):**