

# First Meeting Checklist

- ✓ **Get to Know Each Other**
  - Share information about your professional and personal life
  - 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?
- ✓ **Partnership Agreement**
  - Review partnership agreement, modify if desired, sign and exchange
  - Review goals for the mentoring relationship
- ✓ **Confirm Next Steps**
  - Schedule date, time and place of future meetings