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