**Meeting Agenda Template**

**Mentor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Venue:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Comments on previous minutes.

2. Updates on outstanding action items *(Refer to item 10 in meeting minutes)*

Examples could include:

a) Project Specific

b) Office Management/Administration

c) Engineering (not job related)

d) Field Work

e) Related to previous commitments

f) Information technology/data analysis

*Discuss any issues/challenges that may have been encountered.*

3. Technical presentation (as appropriate).

4. Review of non-engineering experience:

Examples could include:

a) Office Drawings (**Applies primarily to Structural, Civil, Mechanical where EIT may be involved in gaining experience with designing office layout, moves/changes, etc.)**

b) Workshop (trades/skills - application to design)

c) Purchasing/Contracts

d) Accounting

e) Sales and Marketing

f) Personnel

g) Management/Board of Directors - company decision-making process

h) Economic analysis

i) Project management

*Discuss any issues/challenges that may have been faced.*

5. Four Year Plan

Any changes needed?

6. Training

Training required for: Present work load? 4 Year Plan?

a) On the job?

b) Courses?

Computer Training/Work:

7. Work Relationship Challenges

8. Other Business

10. Actions items

11. Next meeting date