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

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

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

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

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

*Note: Only items of consequence need be captured, e.g. important decisions or observations plus all action items. All action items will also be added in section 10 of the template. Action items should include who is responsible for competing the action and a due date.*

1. Comments on previous minutes:

2. Updates on outstanding action items.

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):

Presented by:

Topic:

References/Related readings:

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 (for members in training)

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 Discussed

10. Actions Items:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Number:** | **Action Item:** | **Date Created:** | **Assigned to:** | **Status:** | **Due Date:** | **Comments:** |
| **1** | *Example: Mentee to determine networking events that are beneficial to attend.* | *May 1, 2014* | *Mentee* | *Open* | *May 15, 2014* |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |

11. Next meeting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes accepted by:

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

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

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_