

Mentoring Quarterly Meeting Summary 2014

Mentee: _____

Principal Mentor: _____

Date: _____

Committee Meeting Date: _____

Check in:

Personal or professional updates, successes to celebrate, or challenges you have encountered:

Specific goals or topics for this quarter:

Time sensitive issues and upcoming deadlines:

Ongoing or new projects: (goal, measure of success, steps, resources & skills needed, timeline)

Career guidance: (CV, Individual Development Plan, networking, etc...)

Follow-up actions and expectations: (for the next quarter)

Mentee:

Principal Mentor:

Scholarship Mentor:

From: Indiana University School of Medicine Faculty Mentoring Resource Website, Office of Faculty Affairs and Professional Development <http://faculty.medicine.iu.edu/mentoring>