

# MENTORING-IN-A-BOX: Women Faculty in Computing

## Meeting Plan Template

Meeting Date: \_\_\_\_\_

*Both parties in the mentoring pair can use this form to structure meetings, guide discussion and actions, and document activity that occurs between meetings. Adapt or extend this information to suit your purposes.*

**1. Agenda Preparation.** Before your meeting, note topics you want to address. (Refer to notes from your last meeting, your *Set the Stage* template, or issues and opportunities that arose during the period between meetings.)

**2. Work Update.** Mentee: Describe recent teaching, research, and service efforts and any challenges they present. Together: Discuss major accomplishments and establish next steps toward goals (refer to past forms and *Set-the-Stage* template. Discuss challenges and explore options, and decide together on a course of action. *In the field below: Describe up to three tasks, events, or interactions* relating to current work and record decisions and next actions.

**3. Upcoming Work.** Mentee: Discuss activity toward long-term goals and areas where you need support. Together: Discuss actions and timelines, and support needed. *In the field below, describe three tasks, events, or interactions* relating to long-term goals and record decisions and next actions.

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**4. Goals Check.** Track several immediate work goals and at least one long-range goal. **Goals:** Focus on advancing specific technical or professional skills as well as building understanding of your department, institution, and field. **Actions:** Refer to the Activities Guide for Action ideas. **Status:** Track status as not started, continuing, or complete.

Goals	Actions (What will you do, who will help?)	Status

**5. Set Meeting Date.** When and where will you meet next? \_\_\_\_\_

**6. Agenda.** List discussion or action items you know you want to cover next meeting.