

## FIRST MEETING CHECKLIST

### Getting to Know One Another

Share some information about you background, where you grew up, jobs you've had. Ask questions to learn about your mentor or mentee.

### Establishing Guidelines

- \* When and where will you meet?
- \* How will meetings be scheduled?
- \* How to communicate between meetings?
- \* What agenda format will be used?
- \* Best ways to exchange feedback?
- \* How to measure success?

### Two-sided Agreement

Fill out the Two-Sided Agreement, set Goals and save in your dashboard.

### Plan Tasks per Goal

In the Tasks section on your dashboard list activities needed to achieve the Goals.

### Confirm Next Steps

Schedule the dates, time and place or format of the next meetings.

### Thank You!

Don't forget to thank your mentor or mentee.

