

PROTÉGÉ MEETING NOTES

*This document is intended for you to take notes during meetings and share them with your mentor. Completing this form will help your mentor see what you are focused on in the conversation and ensure you understand everything your mentor is saying.

Date:	Time:	Who is involved:
Key Points:		
I Need Clarification On:		



Questions I Have:	
Action Items/To Do (for Protégé):	Action Items/To Do (for Mentor):
Other Notes:	
Date and Time of Next Call:	

*SHAPE America is not requiring this document to be a part of the mentorship process. It is rather a resource to help you get the most out of your relationship and professional needs.