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**Ontario Chiropractic Association**

**Mentorship Program**

**Ongoing Meeting Agenda Template**

*Instructions: Mentees/Mentors can use this template as a guideline to setup their ongoing meetings. The meeting agenda will be kept on file by the Mentor/Mentee.*

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| --- | --- |
| **Date:** | **Time:** |
| **Mentor name:** | **Mentor phone number:** |
| **Mentee name:** | **Mentee phone number:** |
| **Method of contact:  Video Chat  Phone  Face to Face** | |
|  | |

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| **Discussion topics** | **Status (Ongoing/ Completed/ Action)** |
| 1. *Have a summary of notes from the last session* |  |
| 1. *Follow-up on action items from the last meeting* |  |
| 1. *Agree on action items to be accomplished* |  |
| 1. *Choose three items to speak about from the recommended* [*Ongoing Meeting Topics*](https://chiropractic.on.ca/discussion-topics) *section of the website* |  |
| 1. *Track and monitor progress* |  |
| 1. *Confirm task to be completed for next meeting (if any). Agree on what will be discussed in next meeting* |  |
| 1. *Confirm next meeting date and time* |  |

**NOTES:**