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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*
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| 1. *Follow-up on action items from the last meeting*
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| 1. *Agree on action items to be accomplished*
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| 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*
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| 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*
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**NOTES:**