

## **Mentor/Mentee Sample Meeting Agenda and Minutes**

### **Mentor/Mentee Meeting Agenda**

1. Supervisor's comments on previous minutes.
2. Work carried out by Mentee since previous meeting:
  - a) Project Specific
  - b) Office Management/Administration
  - c) Engineering (not job related)
  - d) Field Work
  - e) Related to previous commitments
  - f) Information technology/data analysis
3. Technical presentation.
4. Review of non-engineering experience:
  - a) Office Drawings (Applies primarily to Structural, Civil, Mechanical where EIT may be involved in gaining experience with designing office layout, moves/changes, etc.)
  - b) Workshop (trades/skills - application to design)
  - c) Purchasing/Contracts
  - d) Accounting
  - e) Sales and Marketing
  - f) Personnel
  - g) Management/Board of Directors - company decision-making process
  - h) Economic analysis
  - i) Project management
5. Four Year Plan

Any changes to make?
6. Training

Training Required for: Present work load? 4 Year Plan?

  - a) On the job?
  - b) Courses?

Computer Training/Work:
7. Work Relationships:

Any problems of compatibility noted:
8. Other Business Discussed:
9. Log Book:

Filled Out (yes or no)?
10. Actions for Mentor: Actions for Mentee:

## Mentor/Mentee Minutes

Mentee Name (include address/phone change if any): \_\_\_\_\_

Mentor Name (include address/phone change if any): \_\_\_\_\_

Venue: \_\_\_\_\_

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

1. Supervisor's comments on previous minutes:

2. Work carried out by Mentee since previous meeting.

- a) Project Specific
- b) Office Management/Administration
- c) Engineering (not job related)
- d) Field Work
- e) Related to previous commitments
- f) Information technology/data analysis

3. Technical Presentation

Presented by:

Topic:

References/Related readings:

4. Review of non-engineering experience.

- a) Office Drawings (Applies primarily to Structural, Civil, Mechanical where EIT may be involved in gaining experience with designing office layout, moves/changes, etc.)
- b) Workshop (trades/skills - application to design)
- c) Purchasing/Contracts
- d) Accounting
- e) Sales and Marketing
- f) Personnel
- g) Management/Board of Directors - Company decision making process
- h) Economic analysis
- i) Project management

5. Four Year Plan

Any changes to make?

If so, mark up Plan and resubmit to Committee:

6. Training

Training Required for:

Present work load

4 Year Plan:

a) On the job

b) Courses

Computer Training/Work:

7. Work Relationships

Any problems of compatibility noted:  
Advice/Guidance given:

8. Other Business Discussed

9. Log Book

Filled Out (yes or no)?

10. Actions for Mentor: \_\_\_\_\_

Actions for Mentee: \_\_\_\_\_

Minutes accepted by: \_\_\_\_\_

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

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Minutes submitted to supervisor:      YES    NO

Committee Review Comments: