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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Mentee Meeting Record |
| The meeting record will assist mentors and mentees keep track of what was discussed at each meeting to ensure progression towards achieving their goals. |
| Session Date | Focus | Comment |
| *E.g. 14/11/19**10am – 11am* | * *Initial Meet & Greet*
* *Complete Mentor Agreement*
* *Discuss / complete I GROW template*
 | *Mentee brought a copy of their VIPS Profile and Life Wheel to assist in completing the I GROW template.**For next session, have asked Mentee to bring a copy of their Job Description.* |
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