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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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