

Sample NMP Meeting Agenda

1. *Getting Settled* - Welcome and introductory chat
2. *Review* – Review and resolve any unfinished item from last meeting
3. *Goals* – Update the Mentor on action plans to meet reach goals – (**Status**)

Mentoring Tip

Track your mentoring progress in the RELATIONSHIP area of the mentoring community (MentorCity). Open the communication area by clicking on the tile of your mentor or mentee.

- Send a private message
- Share a file privately
- Click the “join a meeting” icon to instantly call your mentoring partner if you’re both logged into the site
- Track the number of meetings you’ve had together and your total mentoring minutes
- List your goals and track your progress
- Take notes - capture the details of your next steps or what you’ll be working on between meetings

Need Assistance?



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