

**Mentor meeting on \_\_\_\_\_**  
**Our team's notes and next steps**

Any notes from mentor on logistics? (e.g., visa advice, lodging, travel, host contributions, mentor visit, etc)?

Handouts and materials from mentor: List items  
*we will read over and use the following items we were just given or directed to:*

Our team's next steps, items *to follow up on:*

Mentor will provide/do for team:  
*We will check with her/him if we do not get by \_\_\_\_\_*

Our key takeaways from today:

Our post-meeting note for us: *How can we make the next mentor meeting even more effective?*

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