

Reps Program Mentor / Mentee yearly meeting	
<ul style="list-style-type: none"> • <i>Mentor:</i> • <i>Mentee:</i> • <i>Date:</i> • 	
Goals for the meeting (edit as needed)	
<ul style="list-style-type: none"> • <i>Understanding the mentee activities in the past year/months</i> • <i>Establish if the mentee wishes to continue to be a Rep</i> • <i>Establish future activities - OKRs</i> • <i>Updates about the Reps Program</i> • <i>Mentor/mentee communications channels</i> • <i>Plan for next meeting</i> 	
Current situation	
<i>The mentee still wish to be active in the program</i>	Yes/No
<i>Mentee activities</i>	
<i>Updates on the reps program</i> <ul style="list-style-type: none"> • (e.g.) <i>Community portal, People portal, use of Matrix, new Reporting Tool</i> 	
<i>Further issues</i>	
Actions and future plant	
<i>Mentee future plans</i>	
<i>OKR</i>	
<i>Possible problems</i>	
<i>Support needed</i>	
Wrap up	
<i>To do - Mentor</i>	
<i>To do - Mentee</i>	
<i>Preferred communication channels</i>	Mentor: Mentee:

<i>Date for future meeting (approximate)</i>	
<i>Actions needed for future meeting</i>	<ul style="list-style-type: none">• <i>Who has to reach out?</i>• <i>Through what channel?</i>
NOTE: both mentor and mentee need to report on this meeting <u>using this form</u>	