



Mariner Mentor Program
Contact Planning Aid

Use this sheet to structure and record your discussions with your Mentor/Mentee.
A brief summary email to your Mariner partner and confirmation of the date/time of next discussion is recommended. Save these forms for future reference of past discussions

Date: _____

Discussion Topics for Today's Meeting

List any topics you wish to cover during the meeting, and create an agenda for your conversation.

- 1) _____ 2) _____
- 3) _____ 4) _____
- 5) _____ 6) _____

Questions for My Mariner Mentor/Mentee

Write down questions that you want to ask during your scheduled discussion.

- Q: _____ A: _____
- Q: _____ A: _____
- Q: _____ A: _____
- Q: _____ A: _____

Notes: Write down any general discussion notes. _____

Discussion Highlights: What were the main things you learned or will take away from this discussion? _____

Action Items for Next Meeting

Write down the items you need to follow up on between the current meeting and the next. _____

Discussion Topics for Next Meeting

Plan the activities and discussion for your next meeting. _____

Next Meeting: _____ Date: _____ Time: _____