# Mentorship Tool N° 6

## **Meeting Agenda and Minutes Templates**

### Template for Meeting Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting date:  |  | Location: |  |
| Time start: |  | Time end: |  |
| Participants: |  |
| Meeting objectives: |  |
| Agenda items: |  |
| Preparatory work required: |  |

### Template for Meeting Minutes

1. Meeting overview

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting date:  |  | Location: |  |
| Time start: |  | Time end: |  |
| Participants: |  |
| Meeting objectives: |  |
| Agenda items: |  |
| Preparatory work required: |  |

1. Content of discussions:

|  |  |
| --- | --- |
| Agenda item 1: |  |
| Agenda item 2: |  |
| Agenda Item 3: |  |

1. Actions/follow-up points

|  |  |  |
| --- | --- | --- |
| Actions/follow-up points | Responsible person | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |

1. Date for next meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_