# 1:1 [Mentor] & [Mentee]

## Goals

[ ]  [First goal]

[ ]  [Second goal]

[ ]  [Third goal]

## Tasks

[ ]  [First task]

[ ]  [Second task]

## Completed goals & tasks

*Move items from “Goals” and “Tasks” to this section as they’re completed.*

## Meeting agendas

[Date]

* [First agenda item]