

Sample Agenda for Regular Monthly Meetings

Monthly Meeting Agenda*

1. REVIEW AND DISCUSS PROTEGE PERFORMANCE

Working Capital

Capacity

Bonding

Insurance

Value of Current and Future Work

Transition

2. IDENTIFY THE FOLLOWING

Any repeat business

Any work won outside programs for small, minority, women and/or disadvantaged businesses enterprises

3. IDENTIFY AND DISCUSS ANY EMPLOYEE TURNOVER

4. REVIEW AND DISCUSS STATUS (PLANNED AND ACTUAL) OF ALL MAJOR WORK IN PROGRESS

5. REVIEW AND ASSESS FOLLOW-UP TO THE PREVIOUS MEETING

What actions did the protégé take?

What were the results of those actions?

What still needs to be done?

6. AS NECESSARY, REVISE AND UPDATE BUSINESS AND ACTION PLANS

7. IDENTIFY NEEDED ASSISTANCE

From Mentor

From Program Sponsor

From Service Provider

**Service Provider and Protégé should meet one hour in advance of monthly meeting to prepare for same.*