RIT Venture Mentoring Service

Sample Meeting Agenda/Summary for Mentor - Venture Meetings

The meeting agenda is created by the Venture and e-mailed to the mentor and VMS Coordinator at venturementoring@rit.edu, at least 3 days prior to the meeting so the mentor has time to review the agenda and prepare for the meeting. You may also include any additional materials you believe would be useful.

The agenda is an opportunity for the Venture to organize their thoughts into priority sequence and budget their time accordingly. Visualize how you want the meeting to progress and how much time each topic should take. This may present a challenge at first but you will get better as you become more familiar with the process.

Sample agenda/meeting summary:

A G E N D A

Venture name:
Meeting Date:
Meeting Time:

Meeting Attendees:

Review progress since last meeting: (xx minutes)
1.
2.
3.

Documents to be reviewed: (e-mailed to Mentor and VMS Coordinator at least 2 days prior to the meeting)
1.
2.
3.

New Topics to be discussed: (xx minutes)
1.
2.
3.

Meeting Summary: (xx minutes)
1. List action items (who does what by when?)
3. Schedule next meeting
4. Misc.