

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.*