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.