



### PMI OVOC Mentoring Program

## Mentoring Journal

**Guidelines:** This form should be completed by each participant in the Mentoring Pair to document the topics covered and action items arising from each Mentoring meeting. It does not need to be submitted to the PMI-OVOC Mentoring Program Champion, but should be available for consultation to complete the Mentoring Activity Log and if needed, to demonstrate progress against the Plan created for the Mentoring relationship.

**Name & Role:** \_\_\_\_\_ **Meeting Date & Location:** \_\_\_\_\_

**Mentoring Partner:** \_\_\_\_\_ **Meeting #:** \_\_\_\_\_

**Start time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Total time:** \_\_\_\_\_

|  | Notes - Topics Covered this Meeting |
|--|-------------------------------------|
| Items discussed:                       |                                     |
| Status of prior action items:          |                                     |
| Action items for next meeting:         |                                     |
| Topics for future focus (Parking Lot): |                                     |
| Date/format of next meeting:           |                                     |