Mentor meeting checklist for all meetings
to be completed during meeting, then scan & upload

Team Name:

Date:

Faculty:

What are the primary issues you would like to see the team address to improve their work quality?

Main current concerns that the team has about their project and their host:

What, if any, concerns do you have about the team's cohesiveness, functioning, work habits, and/ or communication? Are there any red flags to watch for?

What are the team's next steps?

What are your next steps to support the team?

How prepared was the team for the meeting? How much did team members participate throughout?

Participation overall assessment _____

15.S07 GlobalHealth Lab
Spring 2013