

OHM - Mentor meeting guidelines

First Meeting

- Get to know each other
- Check what the mentee has been working on before-hand
- Define SMART goals for the next 12 weeks
- Check logistics for future meetings (time, platform, do we need an expert?)
- Reminder to interact in OHM forum

Timing / Notes:

- [10 min] Getting to know each other
 - Say hi :) Tell them a bit about yourself
 - Ask them to introduce themselves
 - Get to know what they're excited about
 - Remind that mentee has to take notes of this meeting, and share them in the OHM forum (say that you are NOT taking notes)
- [15-20 min] About the project
 - What is the project about?
 - Ask mentee for feedback on the onboarding exercises
- [15-20 min] Defining goals
 - Now that you know more about their project, ask them what they want to see on their project in 12 weeks
 - What are they planning to present during the public call demo?
 - Recommended reading: [Setting SMART Goals](#)
- [5 - 10 min]
 - Start breaking down the goals into 2-week sized tasks to complete
 - Does this look achievable? If not, re-do
 - It's okay if you don't finish this week
- [2 - 5 min] Wrap-up
 - Can you meet at the same time two weeks from now? Adjust time if needed.
 - Is there anyone else who should join this call? Project collaborators?
 - Reminder to join OHM forum
 - Let your mentee know you are available if they have questions / need help. Let them know the best way to reach you.

Second to Sixth Meeting

- Highlights from the past two weeks
 - Something that went well
 - Something that didn't go so well
 - Something the mentee learned during the cohort call
- Review goals/timeline
- Review assignments from the curriculum
- Where can we help? Do we need an expert?

Final meeting

Celebration, Debrief & Review

- Agenda & notes will come when we get closer to this